

CRPA BOARD OF DIRECTORS MEETING

February 7, 2018

IN ATTENDANCE: Jamie Krajweski, Anna Park, Chris Rusack, Kristine Vincent, Marc Blanchard, Ben Morse, Josh Medeiros and Valerie Stolfi Collins, Executive Director

I. RITUAL ITEMS

1. **ROLL CALL:** Meeting called to order at 10:11 a.m. by Chris Rusack
2. **MEMBER COMMENTS:** N/A
3. **CONSENT AGENDA:** Josh Medeiros made a motion to approve the December, 2017 minutes and February, 2018 treasurers report. Marc Blanchard seconded. All in favor (7-0)

II. ACTION ITEMS:

1. **Approval of the Legislative Agenda:** Josh Medeiros made a motion to approve the Legislative Agenda. Ben Morse seconded. All in favor (7-0)
2. **Paul Roche Lifetime Membership:** Josh Medeiros made a motion to award Paul Roche with a Lifetime Membership. Ben Morse seconded. All in favor (7-0)

III. OLD BUSINESS:

1. Working Sub-Committee Updates:

- **Personnel:** N/A
- **Finance:** N/A
- **Volunteer, Membership, & Marketing:** N/A
- **Strategic Planning:** Linda Campanella provided an update on the Strategic Planning Framework. The group reviewed and provided input on the proposed mission statement, core values, current strengths and achievements, aspirations for the future, and goals included in the framework.

IV. EXECUTIVE DIRECTORS REPORT:

1. **Executive Director's Meetings:** Valerie had a conference call with Mystic Seaport to finalize group program for 2018 and met with Civic Mind, Waterbury and Stamford Parks & Recreation about Yoga in the Park. Valerie also met with Tom Irwin about the 2018 conference sponsorship.
2. **Office Updates:** Valerie provided updates on the postage machine lease, copier service lease, website domain renewal and insurance.
3. **Maternity Leave:** JobPro has been contracted and a temp has been interviewed and hired to work Tuesdays and Thursdays from 9:00 a.m.-2:00 p.m. for 10 hours a week from March 13-May, 24, 2018.
4. **Membership:** Several outstanding members for 2017. Valerie asked the group to reach out to anyone on the renewal list that they know.
5. **2018 Events:**
 - **Winter Quarterly:** CT Science Center on 1/30/18. 86 registrants.
 - **CPA Winter Quarterly:** Will be held at UConn on 2/21/18.
 - **Entertainment Showcase:** East Hartford CCC on 2/15/18. Large & small stages are sold out. Still looking for additional tabletops and ad sales.
 - **CPSI:** East Hartford North End Senior Center on 4/3/18-4/5/18
 - **HotShots:** Old Saybrook Recreation Center on 4/7/18. 10 Towns hosting a local event.
 - **Spring Quarterly:** Manchester – Wickham Park on 4/12/18. 47 registrants to date.
 - **MRPA/CRPA Leadership Meeting:** The Host Hotel in Sturbridge, MA on 5/16/18.

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- **Camp College:** Wethersfield Community Center on 6/2/18 - location pending approval.
 - **Summer Quarterly:** Paradise Hills Vineyard on 6/6/18.
 - **Golf Tournament:** New Britain at Stanley Golf Course on 9/19/18.
 - **Conference:** Mohegan Sun 11/19/18-11/20/18.
6. **Consignment Tickets:** On sale now, including Mystic Seaport group tickets.
 7. **Website Sponsors:** 4 sponsors secured to date.
 8. **Committee Updates:** See VI. Committee Reports

V. NEW BUSINESS:

1. **Board Meetings:** The Board will not meet for the scheduled March meeting.

VI. COMMITTEE REPORTS:

1. **Aquatics Committee:** Results of the aquatics survey were sent out on 12//27/17. Next meeting will be on 2/7/18 at Ridgefield Parks and Recreation.
2. **Camp Committee Report:** Group met on 1/11/18 to discuss interviewing and staffing for camps. February meeting scheduled for 2/22/18. Camp College sub-committee met and discussed various improvements. Call for presenters is struggling.
3. **Quarterly Committee:** Met on 10/5/17 to plan for the 2018 year. Spring Quarterly is set and being marketed. The summer quarterly is planned but still waiting for speaker information. Fall Quarterly is in the planning stages.
4. **Legislative Committee:** Session begins February 7th. Bailey Dailey has been named to an Aquatics Safety Task Force being coordinated by the Commission on Women, Children and Seniors. She is named as the CRPA representative. Bill Engle and the CRPA Lobbyist are working closely with her..

VII. RESIGNATIONS & APPOINTMENTS:

- VIII. ADJOURNMENT:** Josh Medeiros made a motion to adjourn the meeting at 11:04 a.m. Ben Morse seconded. All in favor (7-0).

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CRPA BOARD OF DIRECTORS MEETING

April 18, 2018

IN ATTENDANCE: Jamie Krajweski, Chris Rusack, Kristine Vincent, Marc Blanchard, Ben Morse, Josh Medeiros, Bill Engle, Bruce Watt, Tom Tyburski, Amy Watt, Mary Jo Archambault, and Anthony Calabrese

I. RITUAL ITEMS

- 1. ROLL CALL:** Meeting called to order at 10:07 a.m. by Chris Rusack
- 2. MEMBER COMMENTS:** N/A
- 3. CONSENT AGENDA:** Bill Engle made a motion to approve the February, 2018 minutes and April, 2018 treasurers report. Mary Jo Archambault seconded. All in favor (9-0); Tom Tyburski, Bruce Watt, and Amy Watt abstained.

II. ACTION ITEMS: N/A

III. OLD BUSINESS:

1. Working Sub-Committee Updates:

- **Personnel:** Handbook completed. Waiting for Valerie to return from maternity leave to review
- **Finance:** Investment account doing well
- **Volunteer, Membership, & Marketing:** N/A
- **Strategic Planning:** N/A

IV. EXECUTIVE DIRECTORS REPORT: N/A

V. NEW BUSINESS:

- 1. Student Membership:** Mary Jo Archambault asked if CRPA would be offering free memberships to graduating seniors in the recreation field as done in 2017. Mary Jo motioned that graduating seniors in any recreation and leisure program in the state of CT be offered a free 1 year membership. Amy Watt seconded. Motion passed.
- 2. SCSU Survey:** There is a survey being sent out from SCSU regarding their Master's Degree program. Mary Jo Archambault asked that everyone take the time to complete it.
- 3. Support/Funding for program sub committees:** Board would like to review the support and funding for Camp College and the Aquatics Trainings as well as for other committees. Would like to discuss further at June board meeting.
- 4. Online Registration:** Discussion regarding taking online registrations/payments for CRPA events. Plan is to discuss further once Valerie returns from maternity leave.

VI. COMMITTEE REPORTS:

- 1. Aquatics Section:** Last meeting took place 4/3/18 in Rocky Hill. There were 13 attendees. Discussion topics included an update from the Red Cross, CT Water Safety Day, and best equipment to work with the Red Cross curriculum. Next meeting will be on 6/12/18 at Winding Trails.
- 2. Camp Section:** Camp Section is currently taking a break from meeting to allow towns to focus on April vacation camps. Camp College subcommittee had been working hard to finalize the Camp College schedule and has begun marketing for the event. Volunteer recruitment from the general membership has been tough. Section co-chair, Logan Gauvin, asks board to consider reviewing the Camp College budget to increase expense line to be used for speakers. Final meeting before the camp season begins is 5/12/18, location TBD.
- 3. Quarterly Committee:** The summer quarterly is planned and marketing has begun. Committee will hold a conference call in August to discuss location and topics for the Fall Quarterly (considering a session on crisis preparedness and response, possibly presented by CIRMA). In person committee meeting will be scheduled for the end of September or early October to discuss 2019 quarterlies.
- 4. Legislative Committee:** N/A

VII. RESIGNATIONS & APPOINTMENTS:

- ## **VIII. ADJOURNMENT:** Marc Blanchard made a motion to adjourn the meeting at 10:50 a.m. Bruce Watt seconded. All in favor (12-0).

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CRPA BOARD OF DIRECTORS MEETING

May 23, 2018

IN ATTENDANCE: Jamie Krajweski, Anna Park, Kristine Vincent, Marc Blanchard, Ben Morse, Josh Medeiros, Tom Tyburski, Bruce Watt, Amy Watt and Bill Engle

I. RITUAL ITEMS

1. **ROLL CALL:** Meeting called to order at 10:07 a.m. by Kristine Vincent
2. **MEMBER COMMENTS:** N/A
3. **CONSENT AGENDA:** Josh Medeiros made a motion to approve the April, 2018 minutes and May, 2018 treasurers report. Tom Tyburski seconded. All in favor (10-0)

II. ACTION ITEMS: N/A

III. OLD BUSINESS:

1. Working Sub-Committee Updates:

- **Personnel:** N/A
- **Finance:** N/A
- **Volunteer, Membership, & Marketing:** N/A
- **Strategic Planning:** Linda Campanella is working on formalizing goals and strategies and will start up again in June when Valerie returns from maternity leave.

IV. EXECUTIVE DIRECTORS REPORT: N/A

V. NEW BUSINESS:

1. **Review Policy/Criteria for Honorary Lifetime Membership Award:** Josh Medeiros made a motion to move this agenda item to the Awards subcommittee for review and/or possible inclusion as an award at conference. Marc Blanchard seconded. Some discussion was held. All in favor 10-0.
2. **MA/CT Leadership Meeting:** Marc Blanchard and others attended the MA/CT Leadership Meeting. Marc indicated the speaker was not good and that more needs to be done to vet speakers for events such as this that are geared toward higher level management. Session evaluations were reviewed and, while many were favorable, many were not. Marc will speak with Melissa from MA to discuss options and possibly having more Board involvement from each State in the planning of this event in the future.

VI. COMMITTEE REPORTS:

1. **Aquatics Committee:** On 5/1/18 Courtney Hewett, Bailey Daily and Jamie Clout attended the Water Safety Awareness day at the Capital. The next Aquatics section meeting will be held on 6/12/18 at Winding Trails in Farmington. The 2018 Aquatics Supervisor school will be held on 5/23/18 at Winding Trails. There are currently 106 registrants from 19 organizations.
2. **Camp Committee Report:** The group concluded their 2017-18 camp season round table meetings in May, 2018. The group will resume meetings in September/October for the 2018-2019 season. Camp College is on track for 6/2/18. There are currently full with 316 registrants from 25 organizations.
3. **Quarterly Committee:** The summer 2018 quarterly is at capacity (50 registrants) and a waiting list has been started. Kompan is sponsoring the lunch.
4. **Legislative Committee:** Bill Engle reported that none of the bills passed (minimum wage, crumb rubber, concussions, Care4Kids).

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VII. RESIGNATIONS & APPOINTMENTS: N/A

VIII. ADJOURNMENT: Josh Medeiros made a motion to adjourn the meeting at 10:56 a.m. Marc Blanchard seconded. All in favor (10-0).

CRPA BOARD OF DIRECTORS MEETING

June 20, 2018

IN ATTENDANCE: Chris Rusack, MaryJo Archambault, Josh Medeiros, Tom Tyburski, Bruce Watt, Amy Watt, and Ben Morse (late), Kristine Vincent (late)

I. RITUAL ITEMS

1. **ROLL CALL:** Meeting called to order at 10:15 a.m. by Chris Rusack
2. **MEMBER COMMENTS:** N/A
3. **MINUTES:** Tom Tyburski made a motion to approve the May 2018 minutes. Bruce Watt seconded. All in favor (6-0)
4. **TREASURER'S REPORT:** Report was given by the Executive Director in the absence of the Treasurer. Josh Medeiros made a motion to approve the June 2018 Treasurer's Report. Bruce Watt seconded. All in favor (7-0)

II. ACTION ITEMS:

1. **Lifetime Membership:** The Executive Director explained that the Awards Committee is recommending Frank Cooper, who just retired from Monroe, for a Lifetime Membership in CRPA. The Executive Director explained that he, more than meets the criteria outlined for this membership category in the bylaws. Josh Medeiros made a motion to approve Frank Cooper for a Lifetime Membership in CRPA. Ben Morse seconded. All in favor (8-0)
The Executive Director reviewed the criteria and process of the Lifetime Membership category as outlined in the CRPA bylaws. The Executive Director stated that the Awards Committee will meet tomorrow to discuss this among other things. Ben Morse stated that it was discussed by board members that the committee should be made up of past presidents who rotate off every 2 years so the committee can be refreshed every two years. The Executive Director will ask the committee for recommendations.

III. EXECUTIVE DIRECTORS REPORT:

1. **US Census Bureau -** US Census Bureau required CRPA by law to fill out a 2017 Economic Census which took approximately a combined 5 hours to report all of our financial data. CRPA completed it on 6/7/18.
 2. **CRPA General Liability and Workers Compensation:** The policies are set to renew on June 23rd. CRPA currently has policies with Philadelphia and Amtrust respectively. CRPA was notified of a 28% increase in the policies. After review, it will be cheaper to move our policies to The Hartford. The Executive Director adjusted the policies to more accurately reflect payroll amounts and increased our property damage coverage from \$12,800 to \$20,000 plus \$10,000 in technology coverage for a total of \$30,000. This coverage will more accurately cover the AV and computer equipment used and stored in our offices. The old policies would have renewed at a total of \$1,399. The new policy will cost a total of \$1,079. In 2017 we paid a total of \$1,205.
 3. **Yoga in the Park** – CRPA partnered with Civic Mind to help offer this in Waterbury, New Haven, and Bridgeport. Stamford did not pan out for 2018 but will be looked at for 2019. Hartford already has an existing program.
 4. **Membership** - Update was given
 5. **Entertainment Showcase** - Event update was given
 6. **CPSI** - Event update was given
 7. **HotShots** - Event update was given
 8. **Spring Quarterly** - Event update was given
 9. **MRPA CRPA Leadership Meeting**- Event update was given
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The Executive Director stated that she would like to speak to CRPA and MRPA about the need to get additional members from both associations on this committee given the committee has been the same since inception. The committee is in need of new ideas for speakers and topics. She also stated that the 2018 speaker was suggested by the committee – mainly Nichole Banks and John Whalen who procured a proposal and sent it to the committee. This is the same committee that had found great national speakers in the past.

10. Camp College - Event update was given

11. Summer Quarterly - Event update was given

12. Golf Tournament- Event update was given

13. Conference - Event update was given

14. Consignment Tickets - Sales are down and slow to come in this year. The CRPA office will increase marketing for this program and has already made calls to all towns that have not returned to buy tickets this year.

15. Website sponsors – Sales are going very well and exceeding last year’s sales. CRPA has covered email and website hosting costs for the year.

IV. OLD BUSINESS:

1. Working Sub-Committee Updates:

- **Personnel:** Kristine Vincent, Chair of the Committee, mentioned that the handbook was completed. Chris Rusack asked if the Executive Director would have the chance to review it prior to the board approving it. Kristine Vincent stated that she was giving the Executive Director time to reacclimate from her maternity leave before giving her the book as it is lengthy and she didn’t want to overwhelm her.
- **Finance:** The Executive Director will set up a meeting with the investment account advisors.
- **Volunteer, Membership, & Marketing:** N/A
- **Strategic Planning:** Linda Campanella is on vacation for two weeks out of the country and will contact us to resume the final steps of the planning when she returns.

V. NEW BUSINESS:

1. Committee Needs Presentations – the Board would like to have committees come in for a 10 minute presentation with an additional 5 minutes for questions and answers at the September and October Board meeting. The Executive Director will contact committee chairs. The Executive Director asked if we could require that each committee submit meeting minutes and a yearly committee roster to CRPA for non-profit legal compliance.

VI. COMMITTEE REPORTS:

1. Aquatics Committee: N/A

2. Camp Committee: Provided by Chair: Logan Gauvin

Camp section has concluded meeting for the 2017-18 camp season.

Camp College was held on Saturday June 2 at Wethersfield Community Center

Special thanks are in order to Patrick Telman and the Wethersfield Parks & Recreation team for accommodating this event.

Overall, the event went incredibly smooth and was very well attended.

The event was capped for attendance around approximately 350 participants.

Camp College is becoming a reputable event not only in CT, but catching the attention of camps outside of CT who have expressed interest in attending Camp College.

If the event were able to gain more presenters (which is the biggest challenge) and a large enough facility such as a high school, Camp College has the potential to accommodate up to 500 participants.

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Camp section will be starting back up their meetings for the 2018-19 season in the fall (roughly September/ October)

After many years of serving, Patrick Telman will be stepping down as Co-Chair. Courtney Hewett of Canton Parks & Recreation will be filling his position.

3. **Quarterly Committee:** The next quarterly committee meeting took place on June 19th to discuss the Fall Quarterly speaker and location. The Committee will then meet in September to start planning for 2019. The Executive Director explained that the committee has chosen to have the Fall Quarterly at Black Hall Outfitters and to do an Aquatics Management session regarding more global issues such as aging facilities and declining usership. The Executive Director stated that she was looking to attract programmers for the afternoon session in which kayaking would be included. It was suggested to do a scavenger hunt team building exercise.
4. **Legislative Committee:** The Executive Director provided the Legislative Wrap-Up she wrote upon her return from maternity leave for the 2018 Session which concluded on May 9th. The Wrap-Up has already been emailed to all CRPA members.

VII. RESIGNATIONS & APPOINTMENTS: Kristine Vincent made an announcement congratulating Josh Medeiros for being nominated to the NRPA Board of Directors. Josh outlined that he will have to attend two in person meetings a year one of which is the NRPA Conference and the rest would be done via conference call. The Executive Director asked about the NRPA requirements of their board members – to which the answers were: each board member is asked to raise \$1000 for the association and must cover all travel and fees associated with the board meetings and NRPA conference attendance.

VIII. ADJOURNMENT: Chris Rusack made a motion to adjourn the meeting at 11:18 a.m. Josh Medeiros seconded. All in favor (8-0).

CRPA BOARD OF DIRECTORS MEETING

September 12, 2018

IN ATTENDANCE: Jamie Krajweski, Anna Park, Ben Morse, Josh Medeiros, Tom Tyburski, Bruce Watt, Amy Watt, Bruce Watt, Chris Rusack, Anthony, Kristine Vincent (10:30 a.m.), Marc Blanchard (10:43), Bill Engle, and Valerie Stolfi Collins, Executive Director

Guests in Attendance: Courtney Hewett (left after committee reports), Bailey Dailey (left after committee reports), Jessica DiBatista (left after committee reports), Jess Caetano, Matt Scofield (left after committee reports), Logan Gauvin, & Jocelyn Salafia

Meeting called to order at 10:13 a.m. by Chris Rusack

I. COMMITTEE REPORTS:

- 1. Aquatics Committee:** Courtney Hewett and Bailey Dailey reported that they completed an aquatic salary survey (over 25 towns participated) and results were sent through CRPA. In May, offered an Aquatics Academy. Over 100 people attended and 4 different sessions offered. Aquatics Academy will be offered again in May with sessions geared towards entry level aquatics staff. Group will be presenting at Fall quarterly and a session at conference. 2018 meeting calendar is set. Bailey also sits on the Aquatics Safety Task Force through the State Commission on Children, Women and Minorities.
- 2. Conference Committee:** Jessica DiBatista & Jess Caetano reported the launch of a new mobile app for conference with schedule, vendor hall details, ability to post, interactivity, notifications, etc. "Together we Can" is the theme. Speakers have been lined up. Delegate registration is ongoing. In need of volunteers to commit to assisting with the conference day of and in joining the committee. Increase in speaker budgets over past years has been helpful and the committee would like this to incremental increase to continue.
- 3. Golf Committee:** Matt Scofield reported that the tournament will take place next week at Stanley Golf Course. This year, 79 golfers are currently registered and should be around 100 by the time of the event. \$3,500 in sponsorship currently but should bring in some additional revenue. There are many raffle prizes and the day is shaping up to be great. The committee would like to see additional recreation professionals registering to golf.
- 4. Camp Committee Report:** Logan Gauvin and Courtney Hewett reported that there is no location yet for 2019. First meeting is scheduled for next month and meetings are set through May, 2019 with different topics for each meeting. Would like to keep the event in the Hartford area in a large air conditioned facility with both indoor and outdoor spaces. The committee plans to look at delegating to returning committee members to come up with a session for the event in addition to the call for presenters. The event this year will have a theme and will continue to offer the camp challenge at the end. Current budget for speaker is approximately \$800. When the group meets they will determine if there is additional financial need and will report back to the committee by November.
- 5. Quarterly Committee:** Jocelyn Salafia reported that the group met in August. They are looking to recruit new members to the committee and additional sponsors for the lunches. In the works for 2019 – the Winter Quarterly will focus on staying relevant in programs and maintenance during winter season. In the spring the focus will be on legal aspects of hiring and information about seasonal interviewing. Ideas and locations for fall and summer have been brainstormed, but nothing has been locked down yet. The committee would like the membership to keep bringing topics, ideas and speakers. Budget is adequate.

2 minute break after Committee Reports meeting back to order at 10:54 a.m.

II. RITUAL ITEMS

- 1. MEMBER COMMENTS:**
- 2. APPROVAL OF MINUTES:** Amy Watt made a motion to approve the June, 2018 minutes, Josh Medeiros seconded. All in favor (12-0)

- 3. APPROVAL OF SEPTEMBER TREASURERS REPORT:** Bill Engle provided an overview of financials. The organization is in good financial shape. Kristine Vincent made a motion to approve the September, 2018 Treasurers report. Bruce Watt seconded. All in favor (12-0).

III. ACTION ITEMS:

- 1. Approval of Transfer of 2017 Profit to Investment & Capital Improvement Account:** Ben Morse made a motion to move 75% (\$60,742.93) of profit into investment account and 25% (\$21,365.28) of profit into Capital Improvement account. Marc Blanchard seconded. All in favor (12-0).
- 2. Approval of 2019 & 2020 Government Relations Contract:** Ray Favreau, the new Legislative chair, provided a summary of the current Government Relations Contract. The committee recommends that the Board move forward and approve the contract with International Government Strategies, Inc. Josh Medeiros made a motion to approve the contract as proposed by the legislative committee Bill Engle seconded. All in favor (12-0).
- 3. Approval of Final Draft of Strategic Plan:** Josh Medeiros provided a brief summary of some of the highlights of the strategic plan which will help CRPA adapt with the changing times and stay committed to the membership in a new and dynamic way. The Board will plan to present highlights of this strategic plan to the membership at the annual meeting to be held at the conference in November. Bruce Watt made a motion to adopt the Strategic Plan as drafted. Anthony seconded. Some discussion was held. All in favor (11-0-1) with Tom Tybuski abstaining.

IV. EXECUTIVE DIRECTORS REPORT: Report with Additional Information Provided

- 1. Membership Update:** October renewals have been sent.
- 2. 2018 Events:**
 - **Conference:** Sponsorships and ad sales for conference are low.
 - **Consignment Tickets:** Lake Compounce (Groups and Good Any Day) and Science Center were down from last year. With the addition of Mystic and Adventure Park at Storrs CRPA was able to make up the difference.

V. OLD BUSINESS:

- 1. Working Sub-Committee Updates:**
 - **Personnel:** Document is with Valerie Stolfi Collins for review.
 - **Finance:** Chris provided an update on the CRPA portfolio. The portfolio is very diversified and is represented well in each sector with an average return of 6.8%. No action is needed at this time.
 - **Volunteer, Membership, & Marketing:** The committee has developed a draft outline for the Board orientation. Committee is looking into implementing a mentorship program to review information to new Board members.
 - **Strategic Planning:** See Action Items.

VI. NEW BUSINESS: N/A

VII. RESIGNATIONS & APPOINTMENTS: N/A

- VIII. ADJOURNMENT:** Josh Medeiros made a motion to adjourn the meeting at 11:34 a.m. Marc Blanchard seconded. All in favor (12-0).

CRPA BOARD OF DIRECTORS MEETING

October 17, 2018

IN ATTENDANCE: Jamie Krajweski, Anna Park, Ben Morse, Josh Medeiros, Tom Tyburski, Bruce Watt, Chris Rusack, Kristine Vincent, Marc Blanchard, MaryJo Archambault and Valerie Stolfi Collins, Executive Director

Guests in Attendance: Eileen Cicchese (left after committee reports), Ray Favreau (left after committee reports), Kathy Bagley (left after committee reports), Patricia Tomascak (left after committee reports) & Jonathan Paradis

Meeting called to order at 10:06 a.m. by Chris Rusack

I. COMMITTEE REPORTS:

- 1. Awards Committee:** Eileen Cicchese reported that the committee is well prepared and typically likes to hold between 5-9 members. This past June the Awards Committee met to discuss topics such as recruitment for awards nominations, longevity of committee members, challenges in selecting award winners in categories where nominees may not meet the criteria for awards. Josh Medeiros suggested recruiting members that may have been past presidents. Eileen reported that several committee members are past presidents. Kristine Vincent brought up the idea of having term limits for committee members. Some discussion was held. Additional discussion was held on ideas for recruitment for awards nominations, criteria for award winners, the process by which award winners are selected and providing a short list of candidates that may not be nominated because they are in small Towns or Towns where nominations may not typically be submitted.
- 2. Hot Shots Committee:** Jonathan Paradis provided a report to the group. 15 Towns hosted local competitions in 2017 and 15 in 2018. 21 different Towns have participated in the last 3 years. CT Sun and Dicks were sponsors. Hot Shots is a very simple and affordable program to run. The goal is to grow the program more and give the sponsorships more value. Jonathan has requested that the Hot Shots program be funded in the CRPA budget annually at \$250. Some discussion was held about timing of the tournament.
- 3. Legislative:** Ray Favreau reported that the group communicates often via e-mail. Members of the group often testify in person or through written testimony. The lobbyist is professional, does a great job coaching and provides great insight and advice. The money spent on the lobbyist is well worth it. The committee will be visiting the LOB for a tour and training on 10/26/18 to orient the new committee members. The group was successful last year in defeating raised bills such a banning rubber surfacing or increasing the minimum wage. The lobbyist will help to identify some of the hot button items/bills for the coming year and the agenda for the committee will be updated.
- 4. Professional Development:** Kathy Bagley reported that the group meets mainly by e-mail. This is a 5 member board that reviews requests for CRPA sponsored events for CEU's. All members of the group are certified Parks and Recreation professionals. This is important to maintain credibility with NRPA. Sometime in the not so distant future, Kathy and Steve Balconoff (co-chairs) will be retiring and Kathy has asked the Board to begin thinking about replacements for them. Kristine Vincent asked the professional development committee to look into offering a study group for certification.
- 5. Scholarship:** Patricia Tomascak reported that the committee started and continues to remain as a way to provide funding for professionals to attend trainings. An application is required and provides 80% coverage for CRPA events and 50% for non-CRPA events up to \$250 max. The committee gives out \$1,500/year. The committee is doing well and the \$1,500 budget seems to work well.

2 minute break after Committee Reports meeting back to order at 11:20 a.m.

II. RITUAL ITEMS

1. **MEMBER COMMENTS:** MaryJo Archambault indicated that it was beneficial having the committee members come to present reports.
2. **CONSENT CALENDAR:** Marc Blanchard made a motion to approve the September, 2018 minutes, and October, 2018 Treasurers report. Tom Tyburski seconded. All in favor (9-0). Josh Medeiros was out of the room during the vote. Valerie commented that the budget looks inflated because of consignment tickets.

III. ACTION ITEMS: N/A

IV. EXECUTIVE DIRECTORS REPORT: Report with Additional Information Provided

1. **Listsrv:** The listsrv went down unexpectedly around the beginning of October. The company notified CRPA that it will not be restoring it an accidentally deleted file which cause the shut down. Valerie did some research and has contracted with another company, simplelists.com, for the same price (\$100/year).
2. **Membership:** March and April are the only months that have been fully collected. Val is working on closing each month out.
3. **2018 Events:**
 - **Golf Tournament:** 2018 was held on 9/19/18 and was the most successful to date with 116 golfers and \$4,060 in sponsorships. 34 tee signs were sold.
 - **Fall Quarterly:** Held on October 3, 2018 at Black Hall Outfitters in Old Lyme. 75 registrants.
 - **Conference:** 93 Exhibitors to date. Still working on additional sponsors and ad sales. Valerie indicated this this has been the most difficult year to date getting sponsors and ads. Exhibitors are coming in, but will likely be fewer than last year. Josh Medeiros suggested possibly having a working group at a meeting to call and recruit for additional sponsors, vendors and ad sales. 27 awards nominations have been received.
4. **2019 Events:**
 - **Entertainment Showcase:** Will be held in East Hartford on February 14, 2019.
 - **CPSI:** Will be held at the North End Senior Center in East Hartford April 2-4, 2019.
5. **Water Safety:**
 - Val attended a meeting of the Water Safety Task Force. Coming up with some sort of event that can be put on within each community to create marketing and awareness around the topic of water safety.
 -

V. OLD BUSINESS:

1. **Working Sub-Committee Updates:**
 - **Personnel:** Document is with the committee for review.
 - **Finance:** N/A
 - **Volunteer, Membership, & Marketing:** Board orientation will be provided to Val before the December meeting for implementation in January.
 - **Strategic Planning:** The strategic plan has been complete. Chris passed out the CRPA Strategic Plan Short Term 2019 High Priority Standards which provides a road map. Information will be included in the packets for the annual meeting and a brochure will be created for the seats at the keynote at the conference. The committee will write a forward/introduction with the form and a link to the larger document. Val will change the mission on the website.

VI. NEW BUSINESS: N/A

VII. RESIGNATIONS & APPOINTMENTS: N/A

- VIII. **ADJOURNMENT:** Kristine Vincent made a motion to adjourn the meeting at 12:05 p.m. Ben Morse seconded. All in favor (10-0).



CONNECTICUT RECREATION & PARKS ASSOCIATION

ANNUAL BUSINESS MEETING

November 19, 2018

Mohegan Sun Conference Center, Uncasville, CT

IN ATTENDANCE: Executive Board (Anna Park, Chris Rusack, Ben Morse, Bruce Watt, Anthony Calabrese, Mary Jo Archambault, Marc Blanchard, Bill Engle, Amy Watt, Josh Medeiros, Tom Tyburski and Kristine Vincent), General Membership, and Valerie Stolfi-Collins, Executive Director

ROLL CALL: Meeting called to order at 12:30 p.m. by Chris Rusack.

1) WELCOME COMMENTS:

- Chris Rusack welcomed the General Membership and provided a brief update about the Association (handout distributed at tables).
- Chris Rusack briefly reviewed the CRPA Strategic Plan (handout distributed at tables).

2) APPROVAL OF MINUTES OF 2017 ANNUAL MEETING MINUTES:

- Amy Watt made a motion to accept the 2017 Annual Meeting Minutes. Bruce Watt seconded. All in favor.

3) ACKNOWLEDGEMENT OF PAST PRESIDENTS:

- Past Presidents were acknowledged.

4) ACKNOWLEDGEMENT OF CURRENT COMMITTEE CHAIRS:

- Committee Chairs were acknowledged.

5) INSTALLATION OF BOARD OF DIRECTORS

- Newly elected officers and current officers were installed.

6) OUTGOING AND INCOMING PRESIDENTS' COMMENTS

- Chris Rusack and Kristine Vincent shared comments with the group.

ADJOURNMENT: Amy Watt made a motion to adjourn the Annual Meeting at 12:49 p.m. Bruce Watt seconded. All in favor.

CRPA BOARD OF DIRECTORS MEETING

December 19, 2018

IN ATTENDANCE: Anna Park, Ben Morse, Josh Medeiros, Tom Tyburski (Left at 12:05 p.m.), Bruce Watt, Chris Rusack, Bill Engle, Anthony Calabrese, Amy Watt, Marc Blanchard, Kristine Vincent (10:45 a.m.) and Valerie Stolfi Collins, Executive Director

GUESTS IN ATTENDANCE: Bruce Dinnie (Left after Budget Discussion)

I. RITUAL ITEMS

- **ESTABLISH QUOROM:** Meeting called to order at 10:04 a.m. by Chris Rusack
- **MEMBER COMMENTS:**
 - Chris Rusack spoke with folks at conference asking for feedback regarding CRPA. Chris Rusack shared a letter from Ray Favreau commending Valerie Stolfi Collins on her superb service to CRPA. Bruce Dinnie (present at meeting) expressed how great the Executive Board and Executive Director is doing to move CRPA in the right direction. Bruce Dinnie expressed support in increasing the Executive Director and administrative salaries and urges the Executive Board to keep current with salaries among similar positions.
 - Bruce Dinnie shared a letter from the ABCD Award winner, Anne Letendre, expressing thanks for the award and professionalism of the conference and its members.
- **APPROVAL OF MINUTES:** Marc Blanchard made a motion to approve the October, 2018 minutes. Bill Engle seconded. Amy Watt abstained (absent from meeting). Motion passes (9-0-1).
- **DECEMBER TREASURERS REPORT:** Bill Engle provided a brief overview of the December Treasurer's Report. Josh Medeiros made a motion to approve the December, 2018 Treasurers report. Tom Tyburski seconded. All in favor (10-0).

II. ACTION ITEMS:

- **Approval of 2019 Legislative Agenda & Brochure:** Anthony Calabrese made a motion to approve 2019 Legislative Agenda as presented. Amy Watt seconded. All in favor (10-0).
- **Approval of 2019 Budget:**
 - Bill Engle provided an overview of the budget. Bruce Watt made motion to approve the 2019 proposed budget. Bill Engle seconded. Some discussion was held regarding CRPA's budget trends, administrative costs, professional development, scholarship funds, membership engagement and marketing, consignment tickets, new part time employee and one-time costs for the new employee. Chris Rusack suggested the following changes to the proposed budget:
 - Change the Speaker, Travel & Lodging Line item from \$9,000 to \$8,000
 - Reduce the Lifeguard Conference Line Item from \$1,000 to \$500
 - Reduce the Quarterly Line Item from \$7,825 to \$7,000
 - Eliminate the Committee Scholarships Line Item from \$2,400 to \$0
 - Increase membership dues by \$5 Per Person
 - Increase hourly rate of admin position (Amy Wilcox) to \$16.30/hour plus \$1,000 additional health insurance reimbursement and 2 weeks paid vacation
 - Josh Medeiros made a motion to table the budget discussion until after Executive Session. Ben Morse seconded. All in favor (11-0).
- **Approval to Purchase Office & IT Equipment in FY 2018 from Capital Improvement Acct:** Marc Blanchard made a motion to approve \$10,000 towards the purchase of computers, furniture and associated costs as presented by Valerie Stolfi Collins from the 2018 Capitol Improvement Account. Tom Tyburski seconded. All in favor (11-0).
- **Executive Session:** Josh made motion to go into Executive Session. Chris Rusack seconded. All in favor (11-0). 12:03 p.m. came out of Executive Session.

- Bruce Watt made a motion to approve the 2019 budget with the changes as outlined by Chris Rusack in the minutes (Action Items – Approval of 2019 Budget) and an increase in salary for the Executive Director as discussed in Executive Session. Tom Tyburski seconded. Marc Blanchard noted that he is not favor of the 30 week position for new part time admin until a job description is available (which is part of the budget). All in favor (11-0).
- **Approval of Personnel Manual & Executive Director Job Description:** Kristine Vincent made a motion to approve the personnel manual and Executive Director job description. Chris Rusack seconded. Josh Medeiros has some minor tweaks to the manual that he will share with Kristine Vincent that have no bearing on the approval of the document. All in favor (10-0).

III. EXECUTIVE DIRECTORS REPORT (Report with Additional Information Provided):

- **Membership Update:** Valerie Stolfi Collins has asked Board members to reach out to any 2018 non-renewals they may be familiar with to remind them to renew.
- **Water Safety Awareness:** Valerie Stolfi Collins sent a survey to the membership regarding swim lessons offered and cost of lessons. She will continue to gather data with the ultimate goal of having the Legislative, Aquatic, & Camp Committees work together to showcase Parks and Recreation departments as solution providers in the area of water safety.
- **Creation of Parks Section:** Valerie Stolfi Collins has spoken to several key Directors and vendors with the goal of creating a parks section specific to educational opportunities/trainings for park maintainers, filling a current void in this area.

IV. OLD BUSINESS: N/A

V. NEW BUSINESS:

- Kristine Vincent proposed changing Executive Board meetings to Wednesdays at 1:00 p.m. in 2019. Valerie Stolfi Collins will put out a doodle poll to determine best days to meet.

VI. RESIGNATIONS & APPOINTMENTS:

- Kristine Vincent thanked Marc Blanchard for his service to the Board.

VII. BOARD OF DIRECTOR WISHES FOR CRPA IN 2019:

- Executive Board members shared wishes for 2019.

VIII. ADJOURNMENT: Josh Medeiros made a motion to adjourn the meeting at 12:22 p.m. Amy Watt seconded. All in favor (10-0).