

CRPA BOARD OF DIRECTORS MEETING

February 22, 2017

IN ATTENDANCE: Bill Engle, Jaime Krajewski, Marc Blanchard, Joshua Medeiros, Tom Tyburski, Carrie Gazda, Anna Park, Chris Rusack, Mary Jo Archambault, Ben Morse, Amy Watt (10:04 a.m.) and Valerie Stolfi-Collins, Executive Director

I. RITUAL ITEMS

1. **ROLL CALL:** Meeting called to order at 10:01 a.m. by Chris Rusack
2. **MEMBER COMMENTS**
3. **CONSENT CALENDAR:** Ben Morse made a motion to approve the items listed under the consent agenda. Bill Engle seconded. All in favor (10-0).
 - **APPROVAL OF MINUTES**
 - **APPROVAL OF TREASURERS REPORT**

II. ACTION ITEMS: N/A

III. OLD BUSINESS:

1. Board Training/Retreat:

- **Strategic Plan:** Val looked into grant funding from the Hartford Foundation to fund the cost of this project but it doesn't look like CRPA would meet the qualifications. In general, group discussion focused on the need to do the following:
 - Membership Survey
 - Funding for the Strategic Plan
 - Value in Having a Third Party Help with the Strategic Plan
 - Important to have Goals/Roles for Board Members
 - **Social Cohesion:** Possible activity with the Board in end of July/beginning of August. Another possibility is lunches after board meetings. Group will brainstorm some ideas.
 - **Conflict within the Board:** Discussion on some of the different areas of conflict within the Board regarding spending money, meeting efficiency, member feedback on CRPA decision making, inconsistencies in decision making, goal setting.
- ### 2. President's Introduction of Board of Director Working Committees:
- Personnel Subcommittee (Kristine-Chair, Anna, Ben, Tom, Amy); Finance Subcommittee (Bill-Chair, Cheryl, Marc); Volunteer, Membership & Marketing Subcommittee (Carrie-Chair, Mary Jo, Josh, Jaime); Strategic Planning Committee

IV. NEW BUSINESS:

1. **TR Section:** Mary Jo and Jim MacGregor will be working with Eileen Cicchese to take over/revitalize the TR Section. Will host a TR Section meeting in March. Letter has gone out to NCTRC suggesting that they join CRPA with the goal of potentially obtaining a lobbyist to work on licensure.
2. **Lease:** The lease for the CRPA office is up in August and the new lease would include a 5 year lock in at the same price of \$750/month plus CAM charges which include a portion of utilities, dumpster, snow removal, etc.. (approximately \$710/year). Total cost of approximately \$10,200/year. Marc Blanchard made a motion to approve signing the lease as presented (barring any surprises when fully reviewed by Valerie). Amy Watt seconded. All in favor 11-0.

V. EXECUTIVE DIRECTORS REPORT:

- **SCORP Council Update:** CRPA has reviewed and recommended changes/additions to the survey for municipal directors. The survey is completed and will be sent via CRPA.
- **Membership Update:** January, 2017-March, 2017 renewals have been sent. Some outstanding renewals still remain from 2016.
- **2017 Events:**

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- Winter Quarterly: February 1, 2017 at the Glastonbury Academy Building Cafeteria (80 registrants). Profit of \$1,519.85
- Entertainment Showcase was held February 26, 2017 at the East Hartford Cultural & Community Center. Small stage and Large stage were sold out. 29 Table top exhibits were sold. \$3,375 in ad sales, 163 attendees registered. Partnered with the Library Consortium and 36 of their members registered using their registration code.
- AFO will be held at the Metzner Recreation Center in Hartford from February 28-March 1, 2017. 21 attendees registered so far.
- CRPA Leadership Meeting will be held on March 29, 2017 at the Elmwood Community Center.
- Hot Shots will be held in Old Saybrook on April 1, 2017. 12 Towns holding local competitions so far.
- CPSI will be held April 4-6, 2017, in East Hartford at the North End Senior Center. 30 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 18, 2017.
- Conference will be held at Mohegan Sun on November 20 and 21, 2017.

VI. COMMITTEE REPORTS:

- 1. Aquatics Committee:** Next Aquatics Meeting on April 5, 2017. Aquatics Academy May 25, 2017. 2 sessions submitted for conference. 1 is a round table to share real life emergencies. Aquatics best practice study will also be included.
- 2. Camp Committee Report:** Camp College will be held June 3rd in South Windsor. Looking for Educational Sessions.
- 3. Legislative Update:**
 - Statement released by CRPA regarding legalization of marijuana
 - The following Bills have been Raised:
 - Raised Bill 769 Concussions: CRPA opposes Raised Bill 769 because we cannot support language that drastically increases liability to the Town, its employees, and volunteers. We cannot oversee or ensure compliance of independent leagues that simply utilize municipal fields and facilities.
 - Raised Bill 767 An Act Concerning Childhood Obesity: CRPA supports Raised Bill 767 which would add the inclusion of at least 20 minutes of physical activity for students enrolled in afterschool programs to the existing Department of Public Health Guidelines.
 - Raised Bill 6998 An Act Concerning the use of Recycled Tire Rubber at Municipal and Public School Playgrounds: CRPA cannot support Raised Bill 6998 as a ban on the use of recycled tire products as it is not consistent with science, education, and research on this issue
 - SB 13 An Act Concerning the Minimum Fair Wage & HB 6208 an Act Increasing the Minimum Wage: CRPA opposes these and Ray Favreau provided testimony.
 - Any agency that accepts Care for Kids funding is being asked to meet minimum standards that are pulled from licensure requirements. Several People met with Office of Early Childhood and outlined some issues with the minimum standards. The Office of Early Childhood will meet with CRPA for a working meeting on March 6, 2017 to work through the standards and make changes.

VII. RESIGNATIONS & APPOINTMENTS: N/A

VIII. EXECUTIVE SESSION: N/A

- IX. ADJOURNMENT:** Carrie Gazda made a motion to adjourn the meeting at 11:50 a.m. Marc Blanchard seconded. All in favor 11-0.

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CRPA BOARD OF DIRECTORS MEETING

March 29, 2017

IN ATTENDANCE: Bill Engle, Jaime Krajewski, Marc Blanchard, Joshua Medeiros, Tom Tyburski, Anna Park, Chris Rusack, Mary Jo Archambault, Ben Morse, Amy Watt, Carrie Gazda, Kristine Vincent (9:11 a.m.), Cheryl Hancin (9:28 a.m.) and Valerie Stolfi-Collins, Executive Director

I. RITUAL ITEMS

1. **ROLL CALL:** Meeting called to order at 9:06 a.m. by Chris Rusack
2. **MEMBER COMMENTS**
3. **CONSENT CALENDAR:** Bill Engle made a motion to approve the items listed under the consent calendar. Marc Blanchard seconded. All in favor (11-0).
 - **APPROVAL OF MINUTES**
 - **APPROVAL OF TREASURERS REPORT**

II. ACTION ITEMS: N/A

III. OLD BUSINESS:

1. Subcommittee Update:

- **Personnel:** Group met and is researching/working on several initiatives.
- **Finance:** Group has not met yet but has been sharing information
- **Volunteer Membership/Marketing:** Group has met and brainstormed ideas and is now tweaking those ideas, including student recruitment and potential discounts/incentives. Carrie Gazda made a motion to extend a free one year Professional Membership to a graduating student in Recreation/Leisure or related field. Mary Jo Archambault seconded. All in favor (13-0).

2. Strategic Plan/Ad Hoc Committee:

- Chris Rusack discussed that a committee will be named shortly.

IV. NEW BUSINESS: N/A

V. EXECUTIVE DIRECTORS REPORT:

- **SCORP Council Update:** The survey has been sent out and responses have been received from 20 Towns.
- **Membership Update:** January, 2017-April, 2017 renewals have been sent. Some outstanding renewals still remain from 2016.
- **2017 Events:**
 - Summer Quarterly: Working on sessions and will be held in Fairfield. Looking at tweaking the hours so traffic is not an issue.
 - Entertainment Showcase was held February 26, 2017 at the East Hartford Cultural & Community Center. Small stage and Large stage were sold out. 30 Table top exhibits were sold. \$3,450 in ad sales, 180 attendees registered. Partnered with the Library Consortium and 41 of their members registered using their registration code.
 - AFO was held at the Metzner Recreation Center in Hartford from February 28-March 1, 2017. 27 attendees.
 - CRPA Leadership Meeting will be held on March 29, 2017 at the Elmwood Community Center. Kompan sponsoring for \$300.
 - Hot Shots will be held in Old Saybrook on April 1, 2017. 15 Towns holding local competitions so far. CT Sun is sponsoring by donating 36 tickets for winners and families to attend a game.
 - CPSI will be held April 4-6, 2017, in East Hartford at the North End Senior Center. 63 registrants thusfar. 2 lunch sponsors secured.

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- Spring Quarterly will be held April 12, 2017 at the Meriden Old Library in conjunction with CPA. 57 registrants.
- MRPA/CRPA Leadership meeting will be held in May 18, 2017 in Sturbridge, MA. 12 registrants so far. Kompan is sponsoring lunch and NE Recreation Group is sponsoring breakfast.
- Aquatics Academy will be held at EWCC in West Hartford on May 24, 201.

VI. COMMITTEE REPORTS:

1. **Aquatics Committee:** Will provide report at the Leadership Meeting.
2. **Camp Committee Report:** Camp College will be held June 3rd in South Windsor. Still looking for Educational Sessions.
3. **TR Committee:** Mary Jo and Eileen have begun discussions.
4. **Quarterly Committee:** Summer Quarterly update provided in Executive Director's report.
5. **Conference Committee Update:** Conference will be held at Mohegan Sun on November 20 and 21, 2017. Logo and Keynote have been selected. 11 sessions have been submitted (but only from 4 people).
6. **Legislative Update:**
 - CRPA met with Office of Early Childhood twice to address concerns with new regulations. OEC conceded on all the items of concern with the exception of collection of physical forms, onsite printed policies at camp, onsite printed staff certifications at camp and signed permission slips on each trip.
 - SB 769- AAC Concussion and Youth Athletic Activities Conducted on Public Athletic Fields: CRPA testified in opposition to the bill as written. The bill passed out of the Committee on Children with substitute language and sits on the Senate calendar.
 - HB 7048 – AA Protecting Youth and Student Athletes from Concussion: CRPA testified in opposition to the bill as written. CRPA met with the Chair of the Public Health Committee to discuss concerns. The bill passed out of committee with JFS language and currently sits in the House Calendar
 - HB 6998 – AAC The Use of Recycled Tire Rubber at Municipal and Public School Playgrounds was favorably reported out of the Children's committee.
 - SB 767 AAC Childhood Obesity: Was favorably reported out of the Children's committee to the Senate Calendar. Would mandate the State Department of Education to engage students enrolled in after school programs in a minimum of 20 consecutive minutes of daily exercise.
 - Minimum Wage Increase Bill: SB13 died in the Labor Committee and HB 6208 was favorably reported out of the Labor Committee to the House Calendar.

VII. RESIGNATIONS & APPOINTMENTS: N/A

VIII. EXECUTIVE SESSION: N/A

IX. ADJOURNMENT: Marc Blanchard made a motion to adjourn the meeting at 10:00 a.m. Carrie Gazda seconded. All in favor (13-0).

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CRPA BOARD OF DIRECTORS MEETING

April 19, 2017

IN ATTENDANCE: Bill Engle, Jaime Krajewski, Tom Tyburski, Anna Park, Chris Rusack, Ben Morse, Amy Watt, Carrie Gazda, Cheryl Hancin, Marc Blanchard (10:21 a.m.) and Valerie Stolfi-Collins, Executive Director

I. RITUAL ITEMS

1. **ROLL CALL:** Meeting called to order at 10:08 a.m. by Chris Rusack
2. **MEMBER COMMENTS:** Tom thanked Val for all the legislative alerts. They have been helpful and include good information to share with other staff in the office.
3. **APPROVAL OF MINUTES:** Bill Engle made a motion to approve the March, 2017 minutes. Ben Morse seconded. All in favor (9-0)
4. **APPROVAL OF TREASURERS REPORT:** Bill Engle provided an update. Bill reported that CRPA is in great shape in terms of financial operations. Revenues are up in comparison to this time last year. Expenses are up as well, but are covered by additional revenues. Chris Rusack asked, if CRPA were to go ahead with a strategic plan, what would be the best method to fund the plan. The group discussed and agreed that funding would come out of the Capitol Improvements (Webster savings) for something like a strategic plan. Additionally, a discussion was held about the possibility of changing the allocation of funds into the Capitol Improvement account based on revenues after the taxes are complete. Carrie Gazda made a motion to approve the Treasurers Report. Amy Watt seconded. All in favor (9-0).

II. ACTION ITEMS:

1. **Lifetime Membership Award: Bob Ceccolini:** Marc Blanchard made a motion to give Bob Ceccolini a Lifetime membership for his dedicated service. Carrie Gazda seconded. All in favor (10-0)
2. **Lifetime Membership Award: Deb Gatto:** Cheryl Hancin made a motion to give Deb Gatto a Lifetime membership for her dedicated service. Ben Morse seconded. All in favor (10-0).

III. OLD BUSINESS:

1. Working Sub-Committee Updates

- **Personnel:** Currently in the research and data collection phase.
- **Finance:** Discussions about putting together a manual about financial policies and procedures.
- **Volunteer, Membership, & Marketing:** Finalized letter to go out to the graduates. MaryJo will be getting it out to everyone via e-mail. Val will provide Department Head Contacts from Springfield. Amy will provide contact information from Eastern.
- **Strategic Planning Sub-Committee:** See New Business: Strategic Plan

IV. NEW BUSINESS:

1. Membership Sampling Results:

1. **Media Campaign:** Discussion was held. Chris reported that Bill Demaio has brought up doing a marketing campaign/radio blitz regarding recreation during the Leadership meeting. Several Directors indicated support for this project during the Leadership Meeting. Chris has spoken to several other people about this concept and the thoughts are across the board on whether or not to spend money on something like this. Chris has reached out to Bill and asked him to put together a proposal and Jamie will reach out to him to invite him to come to the meeting next month.
2. **Strategic Plan:** Board members reported on their conversations/feedback from members they contacted and reported on their own opinions on proceeding with a strategic plan. Most seem to be supportive of a strategic plan and member survey but opinions differed on how much money

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to spend and whether or not to use a local university or a company that would cost more money. Chris will form a Strategic Planning sub-committee and solicit RFP's from organizations able to provide this service to CRPA. The sub-committee will review and bring recommendations to the Board.

V. EXECUTIVE DIRECTORS REPORT:

- **SCORP Council Update:** No new information since the last meeting.
- **Membership Update:** January, 2017-May, 2017 renewals have been sent. Some outstanding renewals still remain from 2016.
- **2017 Events:**
 - Summer Quarterly: Working on sessions and will be held in Fairfield on June 7, 2017
 - MRPA/CRPA Leadership meeting will be held in May 18, 2017 in Sturbridge, MA. 12 registrants so far. Kompan is sponsoring lunch and NE Recreation Group is sponsoring breakfast.
 - Camp College: Marketing will begin soon. June 3, 2017 in South Windsor.
 - Conference will be held at Mohegan Sun on November 20 and 21, 2017. Logo and Keynote have been selected.
 - Golf Tournament planning is underway. CPA will be approaching CRPA about partnering for this event instead of holding their own tournament.

VI. COMMITTEE REPORTS:

1. **Aquatics Committee:** Aquatics Academy will be held on May 24, 2017. 21 registrants. Red Cross is sponsoring registrant gifts (water bottles).
2. **Camp Committee Report:** Camp College will be held June 3rd in South Windsor.
3. **Quarterly Committee:** Summer Quarterly is in the works.
4. **Legislative Update:** No new updates since the last meeting
 - Ray Favreau met with the League Directors in his Town to explain what the proposed concussion bills will do. They decided to start an online petition and currently have approximately 120 signatures opposing the bills.

VII. RESIGNATIONS & APPOINTMENTS: N/A

VIII. EXECUTIVE SESSION: N/A

IX. ADJOURNMENT: Tom Tyburski made a motion to adjourn the meeting at 11:30 a.m. Carrie Gazda seconded. All in favor (10-0).

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CRPA BOARD OF DIRECTORS MEETING

May 17, 2017

IN ATTENDANCE: Bill Engle, Jaime Krajewski, Tom Tyburski, Anna Park, Chris Rusack, Ben Morse, Carrie Gazda, Marc Blanchard, Josh Medeiros, Kristine Vincent, Mary Jo Archambault, and Valerie Stolfi-Collins, Amy Watt (10:09 a.m.), Cheryl Hancin (10:09 a.m.) Executive Director

I. RITUAL ITEMS

1. **ROLL CALL:** Meeting called to order at 10:05 a.m. by Chris Rusack
2. **CHANGE OF AGENDA:** Jamie Krajewski made a motion to move **III. OLD BUSINESS – 1. Marketing/Radio Ad Information (Report from Bill DeMaio)** to the top of the agenda. Mary Jo seconded. All in favor (11-0). Bill DeMaio presented information on the importance of marketing the field of Parks and Recreation to drive customers to call their local parks and recreation departments and to make government officials remember that parks and recreation has value and is important. Bill suggests this can be achieved with an investment of \$15,000 which could fund a state-wide social media campaign including radio ads, Pandora, I Heart radio, radio talk shows, promo spots, web page spots and others. The group thanked Bill for his presentation and will discuss options.
3. **MEMBER COMMENTS:** N/A
4. **CONSENT CALENDAR:**
 1. **Approval of April, 2017 Minutes and May, 2017 Treasures Report:** Bill Engle made a motion to approve the April, 2017 minutes and May, 2017 Treasures Report. Mary Jo Archambault seconded. All in favor (13-0)

II. ACTION ITEMS:

1. **2016 Tax Filing:** Taxes have been filed. 2016 Profit is \$50,175.27. Traditionally, 75% goes into Investment Account, 25% goes into Capitol Improvement. Marc Blanchard made a motion to wait until the next meeting to determine what percentage of funds will be moved to the Investment account and Capitol Improvement account from 2016 profit. Kristine seconded. All in favor (13-0).

III. OLD BUSINESS:

1. **Marketing/Radio Ad Information (Report from Bill DeMaio):** Some discussion was held after Bill DeMaio's presentation. The Volunteer, Membership Marketing committee will work with Bill DeMaio to come up with an RFP for the Marketing/Radio spots which will be sent to the Board via e-mail for comment/review. The RFP will then go out for pricing.
2. **Working Sub-Committee Updates**
 - **Personnel:** Currently in the research and data collection phase.
 - **Finance:**
 - **Volunteer, Membership, & Marketing:** See Item 1.
 - **Strategic Planning Sub-Committee:** Chris has name Josh Medeiros, Kristine Vincent, Bill Engle, Dave Melesko, Valerie Stolfi-Collins and himself as member of the committee. Josh Medeiros has agreed to take the lead on developing the RFP for the strategic planning.

IV. NEW BUSINESS: N/A

V. EXECUTIVE DIRECTORS REPORT:

- **2017 Membership:** June renewals have been sent.
- **ED Annual Conference:** Val will be going to Detroit to meet with other ED's in Detroit 7/24-7/27. She has also registered for the annual NRPA Conference in September and secured a small room block.

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- **After School Network:** Val will be meeting with their ED and an employee to talk about our conversations with the OEC.
- **SCORP Council Update:** No new information since the last meeting.
- **2017 Events:**
 - Summer Quarterly: Will be held in Fairfield on June 7, 2017. Currently 42 people registered. Val may cancel the boat ride because only 12 people are currently registered.
 - MRPA/CRPA Leadership meeting will be held in May 18, 2017 in Sturbridge, MA. 42 registrants so far. Kompan is sponsoring lunch and NE Recreation Group is sponsoring breakfast.
 - Camp College: Will be held on June 3, 2017 in South Windsor. Currently 97 registrants.
 - Conference will be held at Mohegan Sun on November 20 and 21, 2017. Booth sales and delegate registration is currently underway.
 - Golf Tournament will be held at the Stanley Golf Course in New Britain on September 20, 2017.

VI. COMMITTEE REPORTS:

1. **Aquatics Committee:** Aquatics Academy will be held on May 24, 2017. Over 60 registrants so far. Some great speakers are lined up. Red Cross is sponsoring water bottles. Next section meeting June 13th in Cheshire. Red Cross has changed some of their guidelines with respect to Lifeguard certifications and that will be discussed.
2. **Camp Committee Report:** Camp College will be held June 3rd in South Windsor.
3. **Quarterly Committee:** Summer Quarterly is set. Fall quarterly is in the works.
4. **TR Committee:** First meeting will be held in September. Over 10 new TR professionals have joined the committee.
5. **Legislative Update:**
 - **Concussion Bills:** The CRPA Executive Director had two meetings at the State Capital with the Chair of the Public Health Committee and several other proponents of the bill. The group has come to a compromise that the CRPA Legislative Committee is supportive of. The compromised solution takes the “Power of the Permit” idea off the table. It also leaves intact the immunity from liability provision passed as law in 2015 and would now include the Wisconsin immunity from liability language as well. CRPA has indicated that these components have to be included or CRPA will not agree to any other points. If these conditions are met, CRPA will then agree to informed consent (consistent with CDC information), removal from play, a doctor’s note for return to play, and online or paper training for coaches (again consistent with CDC information). CRPA has also asked for a carve out for open gym and adults leagues, as well as for out of state players and coaches. Valerie is waiting to see the language in a new draft amendment.

VII. RESIGNATIONS & APPOINTMENTS: N/A

VIII. EXECUTIVE SESSION: N/A

- IX. **ADJOURNMENT:** Kristine Vincent made a motion to adjourn the meeting at 11:54 a.m. Josh Medeiros seconded. All in favor (13-0).

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CRPA BOARD OF DIRECTORS MEETING

June 14, 2017

IN ATTENDANCE: Jaime Krajewski, Tom Tyburski, Anna Park, Chris Rusack, Marc Blanchard, Josh Medeiros, Amy Watt, Cheryl Hancin, Kristine Vincent (10:16) and Valerie Stolfi-Collins Executive Director

I. RITUAL ITEMS

1. **ROLL CALL:** Meeting called to order at 10:09 a.m. by Chris Rusack
2. **MEMBER COMMENTS:** N/A
3. **CONSENT CALENDAR:**
 1. **Approval of May, 2017 Minutes and June, 2017 Treasures Report:** Marc Blanchard made a motion to approve the May, 2017 minutes and June, 2017 Treasures Report. Amy Watt seconded. All in favor (8-0)

II. ACTION ITEMS:

1. **Approval of the Strategic Planning RFP:** Josh Medeiros provided background on the strategic plan proposal and a timeline for moving forward. Cheryl Hancin made a motion to approve moving forward with the RFP for the CRPA Strategic Plan. Tom Tyburski seconded. All in favor (9-0).
2. **2016 Profit – Allocation of Funds:** Amy Watt made a motion to table the discussion until more information is available on costs of the strategic and marketing plans to determine what percentage of funds will be moved to the Investment account and Capitol Improvement account from 2016 profit. Josh Medeiros seconded. All in favor (9-0).

III. OLD BUSINESS:

1. **Marketing/Radio Ad Information (Report from Bill DeMaio):** Some discussion was held after Bill DeMaio's presentation. The Volunteer, Membership & Marketing committee will work with Bill DeMaio to come up with an RFP for the Marketing/Radio spots which will be sent to the Board via e-mail for comment/review. The RFP will then go out for pricing.
2. **Working Sub-Committee Updates**
 - **Personnel:** No Update.
 - **Finance:** Meeting is August with RMC.
 - **Volunteer, Membership, & Marketing:** Meeting with Bill DeMaio on Monday. Jamie Krajewski listened in on a phone meeting with Pandora with Bill DeMaio.
 - **Strategic Planning:** See Action Item #1.

IV. NEW BUSINESS:

1. **CPA Discussion:** Cheryl Hancin discussed the possibility of absorbing CPA in some fashion (off-shoot of CRPA, merging, subcommittee, etc.). to determine if there was an interest among the Board. Marc Blanchard provided some history on both organizations. There is positive feedback from the group to move forward.
2. **August Meeting/Get Together:** Tom Tyburski and Amy Watt will come up with some dates/ideas and e-mail the group.

V. EXECUTIVE DIRECTORS REPORT:

- **2017 Membership:** July renewals have been sent.
- **After School Network Meeting:** Val met with folks from the Care for Kids Network. They are trying to develop a proposal to add a line item in the future state budget to provide funding support for agencies running summer camp programs. They are looking to survey the Towns to determine how many camps are run and how many people are served to create the needs

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assessment to share with the legislature. The organization is looking to have a link to send out to the organization to fill out the surveys. The group is generally supportive of this.

- **SCORP Council Update:** The survey portion has closed. 33% responded. 55 Towns.
- **2017 Events:**
 - Aquatics Academy was held at EWCC on May 24, 2017. 173 registrants from 21 towns.
 - Camp College was held on June 3, 2017 in South Windsor. Highest attendance to date (478 registrants from 20 organizations).
 - Summer Quarterly: Will be held in Fairfield on June 7, 2017. Currently 77 people registered. Boat trip canceled due to low registration.
 - Golf Tournament will be held at the Stanley Golf Course in New Britain on September 20, 2017.
 - Conference will be held at Mohegan Sun on November 20 and 21, 2017. Booth sales and delegate registration is currently underway. Currently 21 exhibitors \$7,250 in sponsors, \$1,425 in ad sales.

VI. COMMITTEE REPORTS:

1. **Aquatics Committee:** Jamie and Josh have decided to step down from the Aquatics section. Courtney Hewitt and Bailey Daily are willing to step-up to take over as chairs. Josh and Jamie will transition everything over and at the meeting in August will make sure there is no one else that has an interest.
2. **Camp Committee Report:** Next meeting is in September. Feedback from Camp College was good, but the overall feeling was that the event was too big. Valerie indicated that this is likely an anomaly and future events will not be so large.
3. **Quarterly Committee:** Summer Quarterly is set. Fall quarterly is in the works.
4. **TR Committee:** First meeting will be held in September. Over 10 new TR professionals have joined the committee.
5. **Legislative Update:**
 - **Concussion Bills:** SB 769 was referred by the Senate to the Appropriations Committee where it died due to inaction. HB7048 was killed by CRPA on the House Calendar.
 - **HB 6998 Recycled Tire Rubber:** Bill died to inaction on the House Calendar.
 - **SB 767 Childhood Obesity:** Bill died due to inaction on the Senate Calendar.
 - **Minimum Wage Increase Bills:** Bills died due to inaction in the Appropriations Committee.

VII. RESIGNATIONS & APPOINTMENTS: N/A

VIII. EXECUTIVE SESSION: N/A

IX. ADJOURNMENT: Kristine Vincent made a motion to adjourn the meeting at 11:31 a.m. Jamie Krajewski seconded. All in favor (9-0).

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CRPA BOARD OF DIRECTORS MEETING

August 3, 2017

IN ATTENDANCE: Tom Tyburski, Chris Rusack, Josh Medeiros, Amy Watt, Cheryl Hancin, Kristine Vincent, Carrie Gazda, Ben Morse and Valerie Stolfi-Collins Executive Director

I. RITUAL ITEMS

1. **ROLL CALL:** Meeting called to order at 2:47 p.m. by Chris Rusack
2. **MEMBER COMMENTS:** N/A
3. **CONSENT CALENDAR:**
 1. **Approval of June 2017 Minutes:** Amy Watt made a motion to approve the minutes with one change - Tom Tyburski's name spelled correctly. Carrie Gazda seconded. All in favor (8-0)

II. ACTION ITEMS: N/A

III. OLD BUSINESS:

1. Working Sub-Committee Updates

- **Personnel:** No Update.
- **Finance:** Meeting is mid-August with RMC.
- **Volunteer, Membership, & Marketing:** waiting on a proposal from iheart Radio
- **Strategic Planning:** Two proposals were submitted at the deadline. The committee is looking to meet and review them.

IV. NEW BUSINESS: N/A

V. EXECUTIVE DIRECTORS REPORT: N/A

VI. COMMITTEE REPORTS:

1. **Aquatics Committee:** Jamie and Josh have stepped down from the Aquatics section. Courtney Hewitt and Bailey Dailey are taking over as chairs. Josh and Jamie recently had their last meeting which was a tour of the pools in East Hartford. The Board thanks both outgoing chairs for their service over the past 5 years.
2. **Camp Committee Report:** No update
3. **Quarterly Committee:** Fall Quarterly is in the works for October 11th. Working with a parent advocate to provide a panel session on incorporating children with disabilities in existing programs and ideas for creating new programs.
4. **TR Committee:** No update
5. **Legislative Update:** N/A

VII. RESIGNATIONS & APPOINTMENTS: N/A

VIII. EXECUTIVE SESSION: N/A

IX. ADJOURNMENT: Kristine Vincent made a motion to adjourn the meeting at 3:06 p.m. Josh Medeiros seconded. All in favor (8-0).

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CRPA BOARD OF DIRECTORS MEETING

September 13, 2017

IN ATTENDANCE: Marc Blanchard, Jamie Krajweski, Bill Engle, Anna Park, Tom Tyburski, Chris Rusack, Josh Medeiros, Amy Watt, Cheryl Hancin, Kristine Vincent (10:13 a.m.), Carrie Gazda, Ben Morse, Mary Jo Archambault, and Valerie Stolfi-Collins Executive Director

I. RITUAL ITEMS

1. **ROLL CALL:** Meeting called to order at 10:01 a.m. by Chris Rusack
2. **MEMBER COMMENTS:** N/A
3. **CONSENT CALENDAR:**
 - **Approval of August, 2017 Minutes:** Bill Engle made a motion to approve the minutes with one change – meeting was called to order at 2:47 p.m. Ben Morse seconded. All in favor (12-0)

II. ACTION ITEMS:

1. **Approval of Strategic Plan Proposal from SOS Consulting:** Board of Directors was presented with the Strategic Plan Proposal from SOS Consulting (2 proposals were submitted and reviewed by the Strategic Planning Committee – SOS Consulting was recommended as a result of that review). Josh Medeiros made a motion to approve \$15,000 to move forward with the Strategic Plan proposal. Bill Engle seconded. Some discussion was held. Jamie Krajewski, Bill Engle, Anna Park, Tom Tyburski, Chris Rusack, Josh Medeiros, Amy Watt, Cheryl Hancin, Kristine Vincent, Carrie Gazda, Ben Morse in favor. Marc Blanchard opposed. Motion passes (12-1)
2. **Tabled from May & June Meeting: 2016 Profit – Allocation of Funds:** Marc Blanchard made a motion to 75% of the 2016 budget profit to the Investment Account and 25% of the 2016 budget profit to the CIP Account. Some discussion was held. Tom Tyburski seconded. All in favor 13-0.
3. **Scholarship Committee – Additional Funds Request:** Patricia Tomascak, Scholarship Committee Chair, submitted a request for \$500 in additional funds to be used for scholarships if requested through December 31, 2017. To date \$968 has been earmarked for scholarships leaving \$532 remaining. Due to the current state fiscal situation, the scholarship committee feels additional funding may be needed. Josh Medeiros made a motion to approve the additional \$500 funds as per the scholarship committee request. Ben Morse seconded. All in favor (13-0)

III. OLD BUSINESS:

1. **Working Sub-Committee Updates**
 - **Personnel:** No Update.
 - **Finance:** Bill Engle reported that the group met with RMC and the Investments and risk factors are in good shape.
 - **Volunteer, Membership, & Marketing:** The group had a meeting with Skip from iheart Radio and passed out some information. The Board of Directors has recommended revisiting this down the road after the Strategic Plan process has been initiated.
 - **Strategic Planning:** See Action Items #1.

IV. NEW BUSINESS: N/A

V. EXECUTIVE DIRECTORS REPORT:

1. **Civic Mind Meeting:** Valerie S.C. met with Civic Mind, a management company that runs Yoga in the City. They partner with Connecticare (who funds the program) and are looking for CRPA to become a statewide partner. There is no cost associated with the endeavor. Mary Jo Archambault

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made a motion that CRPA pursue becoming a statewide partner of Yoga in the City. Marc Blanchard seconded. Some discussion was held. Jamie Krajewski, Bill Engle, Anna Park, Tom Tyburski, Chris Rusack, Josh Medeiros, Amy Watt, Cheryl Hancin, Kristine Vincent, Ben Morse, Marc Blanchard in favor. Carrie Gazda opposed. Kristine Vincent abstained. Motion passes (11-1-1)

2. **Mystic Seaport:** Valerie S.C. met with Mystic Seaport to discuss a possible partnership for group sales tickets similar to those offered with Lake Compounce, Six Flags and the Science Center.
3. **Membership:** October renewals have been sent out.
4. **2017 GAD Consignment Ticket Sales:** Good any Day ticket sales are down significantly from last year. An increase in Group Ticket Sales for Lake Compounce and the Science Center helped to offset the decrease.
5. **2017 Events:**
 - **Fall Quarterly:** Rocky Hill on 10/11/17. 70 registrants. Sold Out.
 - **Gold Tournament:** Stanley Golf Course on 9/20/17. 101 Golfers to date (exceeded last year).
 - **Conference:** Mohegan Sun on 11/20/17 and 11/21/17. Currently 74 exhibitors, \$18,180 in sponsorships, \$2,425 in ad sales, 132 delegates, 4 students and 22 award nominations.
6. **2018 Events:**
 - **Entertainment Showcase:** East Hartford CCC on 2/15/18
 - **CPSI:** East Hartford North End Senior Center on 4/3/18-4/5/18
 - **HotShots:** Old Saybrook Recreation Center on 4/7/18
 - **MRPA/CRPA Leadership Meeting:** The Host Hotel in Sturbridge, MA on 5/16/18

VI. COMMITTEE REPORTS:

1. **Aquatics Committee:** Last meeting was held on 8/1/17 in East Hartford. Next meeting will be on 10/4/17 in Salmon Brook Park in Granby. The Aquatics Academy Supervisor School is tentatively scheduled for 5/23/18 at Winding Trails.
2. **Camp Committee Report:** The group is in the process of planning for Camp College 2018 and is continuing to meet.
3. **Quarterly Committee:** Planning for the Winter 2018 Quarterly is underway.
4. **TR Committee:** No update

VII. RESIGNATIONS & APPOINTMENTS: N/A

VIII. EXECUTIVE SESSION: N/A

- IX. **ADJOURNMENT:** Kristine Vincent made a motion to adjourn the meeting at 11:32 a.m. Carrie Gazda seconded. All in favor (13-0).

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CRPA BOARD OF DIRECTORS MEETING

October 18, 2017

IN ATTENDANCE: Marc Blanchard, Jamie Krajweski, Bill Engle, Anna Park, Tom Tyburski, Chris Rusack, Kristine Vincent, Ben Morse, Cheryl Hancin (10:19 a.m.), Josh Medeiros (10:44 a.m.) and Valerie Stolfi Collins, Executive Director

I. RITUAL ITEMS

1. **ROLL CALL:** Meeting called to order at 10:03 a.m. by Chris Rusack
2. **MEMBER COMMENTS:** Chris spoke about the National Conference and commended Valerie's efforts in the vendor hall.
3. **CONSENT CALENDAR:**
 - **Approval of September, 2017 Minutes & September 2017 Treasurers Report:** Bill Engle made a motion to approve the minutes. Ben Morse seconded. All in favor (8-0)

II. ACTION ITEMS: N/A

III. OLD BUSINESS:

1. **Overview of Strategic Planning Process from SOS Consulting:** Linda Campanella from SOS consulting provided an overview of the strategic planning process. Linda Campanella lead the group in an exercise to identify things to flaunt through CRPA, things to fix through CRPA, and things to figure out through CRPA.
2. **Working Sub-Committee Updates:**
 - **Personnel:** Kristine is updating the personnel handbook and will be e-mailing to the committee for review. Executive Director asked if she would be able to see a copy prior to it being approved. Committee Chair answered yes.
 - **Finance:** Deposited the funds into the investment account
 - **Volunteer, Membership, & Marketing:** N/A
 - **Strategic Planning:** See Old Business #1
3. **Radio Campaign:** Bill DeMaio spoke with Chris about the radio campaign and is disappointed in the fact that Board did not move it forward. Chris explained to him that the strategic planning process is moving forward and goals will be developed that could include this during that process.

IV. EXECUTIVE DIRECTORS REPORT:

1. **NRPA Conference Highlight:** The Executive Director attended several interesting sessions including a session about how elected officials feel about Parks and Recreation Departments in their communities and the connection between that and budgetary decisions.
2. **Membership:** Renewals have been sent out through December.
3. **2017 Events:**
 - **Golf Tournament:** Stanley Golf Course on 9/20/17. 100 Golfers (exceeded last year). Great event and a great committee. Profit \$8,927.04.
 - **Fall Quarterly:** Rocky Hill Town Hall on 10/11/17. 74 registrants (event sold out). Profit \$176.89.
 - **Conference:** Mohegan Sun on 11/20/17 and 11/21/17. 83 exhibitors, \$19,780 in sponsorships, \$3,325 in ad sales, 175 delegates, 14 students and 26 award nominations.
4. **2018 Events:**
 - **Winter Quarterly:** CT Science Center on 1/30/18
 - **Entertainment Showcase:** East Hartford CCC on 2/15/18

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- **CPSI:** East Hartford North End Senior Center on 4/3/18-4/5/18
- **HotShots:** Old Saybrook Recreation Center on 4/7/18
- **MRPA/CRPA Leadership Meeting:** The Host Hotel in Sturbridge, MA on 5/16/18

5. **Website Sponsors:** 7 sponsors secured to date for a total of \$1,975.

6. **Board of Director Nominations:** 3 Director at Large positions open; 7 nominations received. Ballots were mailed 10/10/17. Some discussion was held on the need to notify current Board members about term expirations.

V. NEW BUSINESS:

1. **CPA/CRPA:** Cheryl Hancin renewed the discussion about the possibility of CPA merging with CRPA. Some discussion was held. The Board was supportive/interested in discussing the options of a merger with CPA.

VI. COMMITTEE REPORTS:

1. **Aquatics Committee:** Last meeting held on 10/4/17 at Salmon Brook Park in Granby. Next meeting will be held on Tuesday 12/5/18 at Winding Trails.

2. **Camp Committee Report:** Met in Rocky Hill on 10/12/17

3. **Quarterly Committee:** Met on 10/5/17 to plan for the 2018 year.

4. **Legislative Committee:** Republican and Democratic leadership have gotten together to develop a budget and say they are close to doing something. The governor is not privy to any of the details. As of now, the Executive Order still stands.

VII. RESIGNATIONS & APPOINTMENTS: N/A

VIII. EXECUTIVE SESSION: N/A

IX. ADJOURNMENT: Kristine Vincent made a motion to adjourn the meeting at 11:52 a.m. Marc Blanchard seconded. All in favor (10-0).

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CRPA ANNUAL BUSINESS MEETING

November 20, 2017

Mohegan Sun Conference Center, Uncasville, CT



IN ATTENDANCE: Board of Directors (Anna Park, Chris Rusack, Ben Morse, Cheryl Hancin, Carrie Gazda, Marc Blanchard, Bill Engle, Amy Watt, Josh Medeiros, Tom Tyburski, Jamie Krajweski 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 welcomed the General Membership.

2) APPROVAL OF MINUTES OF 2016 ANNUAL MEETING:

- Tom Tyburski made a motion to accept the 2016 Annual Meeting Minutes. Matt Mace 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) PRESIDENTS COMMENTS

- Chris Rusack shared comments with the group.

ADJOURNMENT: Alex Palluzzi made a motion to adjourn the Annual Meeting at 12:49 p.m. Bill Engle seconded. All in favor.

CRPA BOARD OF DIRECTORS MEETING

December 20, 2017

IN ATTENDANCE: Jamie Krajweski, Bill Engle, Anna Park, Tom Tyburski, Chris Rusack, Kristine Vincent, Ben Morse, Amy Watt, MaryJo Archambault, Carrie Gazda, **Cheryl Hancin (10:06 a.m.)**, **Josh Medeiros (10:11 a.m.)** and Valerie Stolfi Collins, Executive Director

I. RITUAL ITEMS

1. **ROLL CALL:** Meeting called to order at 10:04 a.m. by Chris Rusack
2. **MEMBER COMMENTS:** Ben Morse made a motion to move the Executive Session to Item III. Amy Watt seconded. All in favor (10-0)
3. **APPROVAL OF MINUTES:** Bill Engle made a motion to approve the October, 2017 minutes. Ben Morse seconded. All in favor (11-0)
4. **APPROVAL OF TREASURERS REPORT:** Bill Engle made a motion to approve the December, 2017 Treasurers Report. Ben Morse seconded. All in favor (10-0)

II. ACTION ITEMS:

1. **Approval of the 2018 Proposed Budget:** Cheryl Hancin made a motion to approve the 2018 Budget. Bill Engle seconded. Bill Engle and Valerie Stolfi Collins provided some background and comments. Some discussion was held. All in favor (12-0).

III. EXECUTIVE SESSION:

1. Chris Rusack made a motion to go into Executive Session. MaryJo Archambault seconded. All in favor (12-0). Kristine Vincent made a motion to come out of Executive Session. Ben Morse seconded. All in favor (12-0).

IV. OLD BUSINESS:

1. **Working Sub-Committee Updates:**
 - **Personnel:** Committee worked on the ED evaluation
 - **Finance:** Committee worked on the Budget
 - **Volunteer, Membership, & Marketing:** N/A
 - **Review of Volunteer Policy:** The committee will look at the policy to determine if it needs to be changed/adapted.
 - **Strategic Planning:** Executive Board recently had the Strategic Planning meeting. The steering committee will meet in January to review findings.

V. EXECUTIVE DIRECTORS REPORT:

1. **Membership:** Several outstanding members for 2017. Valerie asked the group to reach out to anyone on the renewal list that they know.
2. **2017 Events:**
 - **Conference:** Booths and sponsorships finished strong. Delegates were down.
3. **2018 Events:**
 - **Winter Quarterly:** CT Science Center on 1/30/18
 - **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

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- **Spring Quarterly:** Manchester – Wickham Park on 4/12/18
 - **MRPA/CRPA Leadership Meeting:** The Host Hotel in Sturbridge, MA on 5/16/18
 - **Camp College:** Wethersfield Community Center on 6/2/18 - location pending approval.
 - **Golf Tournament:** New Britain at Stanley Golf Course on 9/19/18
4. **Website Sponsors:** 8 sponsors secured to date for a total of \$2,275.
 5. **Consignment Ticket:** Six Flags Group Rate will increase by \$1; Six Flags Good Any Date Rate will increase by \$1; Lake Compounce Group Rate will increase by \$.25; Lake Compounce Good Any Date Rate will increase by \$.25
 6. **Conference:** Rates will stay the same in 2018

VI. NEW BUSINESS:

1. **ED SALARY:** Kristine Vincent made a motion to increase the ED Salary 5% (3% COLA; 2% Merit). Carrie Gazda seconded. Some discussion was held. All in favor (12-0).
2. **TEMP AGENCIES:** Valerie is in the process of making arrangements to have a temp in the CRPA office from mid-March until the end of May. Total hours were 110 hours; 9-2 every Tuesday and Thursday as needed. A job description has been provided to the temp agency and they will vet the applicants. Valerie will interview and hire the temp. Amy will be the lead contact while Val is out and she will supervise the temp.

VII. COMMITTEE REPORTS:

1. **Aquatics Committee:** Last meeting held on 12/5/18 at Winding Trails. With 16 people in attendance. Next meeting will be on 2/7/18 at Ridgefield Parks and Recreation.
2. **Camp Committee Report:** Group met on 12/14/17 and has set the location and date for Camp College.
3. **Quarterly Committee:** Met on 10/5/17 to plan for the 2018 year. Winter Quarterly is set and being marketed. The spring quarterly is planned.
4. **Legislative Committee:** Valerie has made arrangements for various legislative committee members to keep up with legislative issues while she is out.

VIII. RESIGNATIONS & APPOINTMENTS:

1. Chris Rusack has appointed Cheryl Hancin to the Strategic Planning Committee.

- IX. ADJOURNMENT:** Kristine Vincent made a motion to adjourn the meeting at 11:23 a.m. Josh Medeiros seconded. All in favor (12-0).

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