

**CRPA Executive Board Meeting
Tuesday, January 18, 2005
Windsor Parks and Recreation Office**

In Attendance: Robyne Brennan, Carole Cipriano, Jason Cohen, Frank Cooper, Mary Hill, Bill Houle, Barbara Kasbarian, Paul Norris, Alex Palluzzi, Anna Park, John Silsby and Allison Harle,

1. **Welcome:** P. Norris called the meeting to order at 9:45 am
2. **Communications and invited guest:** none
3. **Acceptance of Minutes:** J. Silsby made a motion to accept the December minutes with changes, B. Houle did not attend this meeting. A. Park seconded
4. **Reports of Appointed and Standing Committee Reports:**
 - Conference 2004 – First meeting of 2005 was held on January 13, 2005. Sub – committees have been defined and chairpersons assigned. Looking for ideas on Keynote and themes.
 - Hershey – Committee has been developed to expand the program, District meets. Paperwork for local meets nearly ready to distribute. Budget has been completed
 - Scholarship – no report
 - Certification – Has a meeting today (1/18) at 1:00 pm. Continuing to work on streamlining the certification process, establishing procedural protocols for the office and the Certification Board.
 - Hot Shot – County meets scheduled for February 5th and State meeting in Newington on February 12, 2005
 - Entertainment Showcase – Set for February 9, 2005. Still in need of entertainers
 - Legislative Committee – attending mid year in Feb in DC. Need to look to reestablish this committee
5. **Executive Director Report:** A. Harle has been working on the following: Budget Implementation; Conference 2005; Website; membership; CRPA newsletter; Staffing; Meetings attended; fundraising; CEU/Continuing Education Letter; Committee timeline help; Work visa.
6. **Treasurer's Report:** C. Cipriano shared with the Board a copy of CRPA's Organization Exempt From Income Tax for 2003, we had a \$19,000 deficit last year. CPA, Peter Shea's will be asked to the March meeting. The profit and loss was reviewed through December 04
7. **Unfinished Business**
 - a) Raffle Ticket Fundraiser: F. Cooper. There was a long discussion on the CRPA Raffle Fundraiser Proposal that was presented to the board. Members of the Board were asked to review the proposal and digest for next month's meeting.
 - b) Conference Speaker Fee Policy: P. Norris discussed that he would like to review the present policy with the Board not with Conference Committee as previously thought. A review of the present policy was discussed and recommendations for a new policy were reached. Some word were changed and clarification was made on speaker fee and speaker compensation. Another issue that was discussed and changed by the Board was the committee member policy regarding discounts. B. Kasbarian made a motion to accept the changes to policy and F. Cooper seconded. All were in favor.

c) Conference Policies and Procedures Manual – R. Brennan made a motion to table this item to February meeting. C. Cipriano seconded, all in favor.

8. New Business

a) CCM Legislative Agenda – discussion regarding legislative committee and were they are going with this.

9. Resignations and Appointments

10. **Adjournment** - A motion was made by F. Cooper to adjourn at 11:55am into executive session, B. Houle seconded.

11. Executive Session:

J. Cohen made a motion to extend A. Harle the loan of \$1,250.00. B. Houle seconded all were in favor.

Next Executive Board Meeting:

Tuesday, February 15, 2005 at 9:30 am.

Respectfully Submitted,

Mary Hill

**Mary Hill
Secretary**

**Executive Board 2004-05
Phone Listing**

Robyne Brennan 860-526-2428 (home)
 860-575-0101 (cell)

Paul Norris

Mary Hill 860-625-1595 (cell)

Carole Cipriano 203-758-2144 (home)
 203-910-7734 (cell)

Jason Cohen 860-301-3023 (cell)

Frank Cooper 203-996-2538 (cell)

Bill Houle

Barbara Kasbarian

Donald MacInnis 203-668-3005 (cell)

Mary Knox 203-797-0945 (h)
 203-994-4045 (cell)

Alex Palluzzi 203-488-8304

Anna Park 860-833-3966 (cell)

John Silsby 860-536-9331(home)
 860-625-1292 (cell)

Alison Harle 860-721-0384 (office)
 413-244-6771 (cell)

CRPA Executive Board Meeting
Tuesday, February 15, 2005
Connecticut Recreation and Parks Association Office
Rocky Hill

In Attendance: Robyne Brennan, Jason Cohen, Frank Cooper, Mary Hill, Bill Houle, Barbara Kasbarian, Don MacInnis, Paul Norris, Alex Palluzzi, Anna Park, John Silsby and Allison Harle,

- 1) **Welcome:** J. Silsby in the absence of P. Norris called the meeting to order at 9:35 am
- 2) **Communications and invited guest:** Card expressing enjoyment of Entertainment Showcase. P. Tomascak discussed with P. Norris a Playground Olympics for playground staff, similar to Lifeguard Olympics.
- 3) **Acceptance of Minutes:** B. Houle made a motion to accept the January minutes, F. Cooper seconded. 8 in favor 1 abstention
- 4) **Reports of Appointed and Standing Committee Reports:**
Conference 2004 – Held a meeting on February 10th. Approved outcomes, theme/logo, fee structure (2% increase), Conference timeline discussed and Speaker Expense policy reviewed. Working on ideas for a Keynote.
Hershey – Paperwork for local meets distributed. Sponsorships being pursued. Presented a revised budget
Entertainment Showcase – was held on February 9, 2005. Went very well. Profit to CRPA \$7,278.50.
Camp College – New location and new chairperson. Look to rotate every two years.
Aquatics - Sub committees: Special Events, Olympics, training classes.
- 5) **Executive Director Report:** A. Harle has been working on the following: Budget Implementation; Website – looking to get training on Banner advertising; CRPA newsletter – has not heard from Brainerd Communications, they were checking with some of our vendors regarding fee increase for ads; Staffing; Membership – working with Therapeutic; Meetings; fundraising; Entertainment Showcase; Certification; Conference 2005; AFO Course – discussion on offering every other year and regional with other New England states. Not cost effective to do yearly; NPSI course; Continuing Education Letter; Hockey Night; Work visa
- 6) **Treasurer's Report:** reviewed the Profit and Loss for January 2005.
- 7) **Unfinished Business**
 - a) Raffle Ticket Fundraiser: reviewed the fundraising proposal. M Hill made a motion that we move forward with fundraiser, but to keep our expenses to \$10,000.00. B. Kasbarian seconded. 10 approved and 1 abstention.
- 8) **New Business**
 - a) Fundraising – P. Norris discussed municipal golf course passes
 - b) Membership Drive Committee – Alison Harle, Paul Norris and John Silsby.
- 9) **Resignations and Appointments**
- 10) **Adjournment** - A motion was made by J. Silsby to adjourn at 10:50 am, B. Houle seconded.

Next Executive Board Meeting:

Tuesday, March 15, 2005 at 9:30 am.

Respectfully Submitted,

Mary Hill

Mary Hill
Secretary

CRPA Executive Board Meeting
Tuesday, March 15, 2005
Hamden Parks and Recreation Office

In Attendance: John Silsby, Robyne Brennan, Don MacInnis, Alex Palluzzi, Frank Cooper, Paul Norris, Jay Cohen, Carole Cipriano, Barbara Kasbarian and Allison Harle.

1. Welcome: Paul Norris called the meeting to order at 9:45 a.m.
2. Communications and Invited Guests: None
3. Acceptance of Minutes: Motion (Sibly/Cipriano) to accept the minutes from the February meeting. Motion carried.
4. Reports of Appointed and Standing Committees:

Conference 2005 – The Committee cannot decide on a Keynote Speaker. They have formed a subcommittee to choose one.

Conference/CPA Agreement – CPA has been doing a large member push. They have increased their numbers by 1/3. In the past, they have done a park tract at our conference. (See attached proposal). Motion (Cohen/Palluzzi) to accept proposal #1 – Individuals could register for the double morning session. If they are CPA or a CRPA member, they must register for the whole day (as we don't want to target them, they are already members). New members (not belonging to CPA or CRPA can register for \$50 (\$30 CRPA/\$20 CPA) and attend the morning with a special badge. If they wish to purchase tickets for the awards luncheon, they can for \$25. Motion carried.

Hot Shots – See Sean Dwyer's report. Allison will review recommendations.

Camp College – Jay Cohen reported Windsor will host again this year; South Windsor next year.

5. Executive Director Report (See Attached) – CRPA Newsletter has been mailed. Allison is working on getting Lifetime members back in the loop. She will be meeting with the Certification Board next week. Discussion on the use of CRPA's logo by Towns. There would be no fee, but an agreement would have to be signed. A vote was not taken, as this has been in discussion for several years.
6. Treasurer's Report – (See Attached) – New system was explained.
7. Unfinished Business –
 - (a) Raffle Ticket Fundraiser: Frank Cooper and Allison met and discussed issues needed to get necessary paperwork from the State that CRPA must sign off on in order to be legal. Once this is in motion, they will start contacting respective counties and getting them on board. They would like to have the tickets in their hands by May.
 - (b) Legislative Day on the Hill – Alex Palluzzi reported the Legislative Breakfast is April 7th. He also reported that the legislation on pesticide regulations is going to a public hearing in Hartford on Friday; and he would like to have CRPA support. Alex composed a letter opposing the all out ban on pesticide use. It was agreed that the letter should come from the Association. Motion (Silsby/MacInnis) that the Board endorse the position Alex will reflect in his letter. Motion carried. Alex will represent CRPA at the meeting. Paul and Allison will attend. Motion (Cohen/Silsby) that a letter from the Association should be sent regarding the other three bills. Motion carried.
 - (c) Goals – Marketing CRPA beyond membership. Allison would like Committees to come up with a timeline, which would help the office to know specifics. The office would then be able to set priorities.

Adjournment: Meeting was adjourned to Executive Session at 11:20 a.m.

Executive Session

Personnel issue discussed. Motion to adjourn Executive Session (Cipriano/Brennan). No action taken.

CRPA Executive Board Meeting
Tuesday, May 17, 2005
Connecticut Recreation and Parks Association Office
Rocky Hill

In Attendance: Robyne Brennan, Carole Cipriano, Jason Cohen, Mary Hill, Bill Houle, Barbara Kasbarian, Paul Norris, Alex Palluzzi, Anna Park, John Silsby, Allison Harle, and Marisa Byrnes

- 1) **Welcome:** P. Norris called the meeting to order at 9:35 am
- 2) **Communications and invited guest:** Email from Mary Knox regarding her board activity. P. Roche from Ridgefield complimenting Jeanne Ruffo.
- 3) **Acceptance of Minutes:** B. Kasbarian motioned to accept the March 2005 minutes, B. Houle seconded, all in favor.
- 4) **Reports of Appointed and Standing Committee Reports:**
 - Conference 2005 – the committee has been meeting monthly. The Keynote Speaker has been chosen; vendor postcard is out. Call for session deadline is May 31. Materials need to be forward to R. Topliff for pre-conference brochure. Some clarification was needed on the CPA agreement.
 - Quarterly – The summer quarterly will be held on Thursday, June 9, 2005 in East Hampton, there will be two sessions offered simultaneously, with a Lobster/BBQ bake for lunch.
 - Hershey – 39 Local meets scheduled. All district meets are secured. Rock Cats have singed a \$1,000 sponsorship deal.
 - Legislative - Third consecutive year for legislative breakfast.
 - Scholarship – Presently there is \$750.00 left for the year.
 - Certification – Board accepted NRPA's new certification Plan. 3 professionals approved to test. And two professionals interpreted.
- 5) **Executive Director Report:** A. Harle has been working on the following: CRPA New e-Newsletter; Website; CRPA Newsletter; attending meetings; CPA partnership; Fundraising; CRPA Logo usage; Certification; AFO Course; NPSI Course; Quarterlies; Consignment tickets.

In regards to the CRPA Newsletter B. Kasbarian made a motion that we use Brainerd Communication to produce CRPA Today and membership directory for two years, J. Silsby seconded there was discussion concerning revenue from ads. 8 in favor, 1 abstaining, motion passed.

A. Harle also mentioned an Amazon.com "Associates" Program, where you put a link to Amazon, on our resource page. J. Silsby made a motion to add link to our website, B. Houle seconded, all in favor.

- 6) **Treasurer's Report:** reviewed the Profit and Loss through May 2005. Will try to have a meeting in June with Peter Shea.
- 7) **Unfinished Business**
 - a) Raffle Ticket Fundraiser – proceeding on with this, have had some delays.
 - b) Logo Use – will be sending out information to director's in July with membership dues
- 8) **New Business**
 - a) Marketing Committee Proposal – a proposal was submitted to the board outlining the committees goals and objectives. Of the 4 goals presented it was agreed that we target Goal

3: Develop Scholarship Program with local high schools and Goal 1: Make CRPA more visible. A motion was made by A. Park to accept the marketing goals, seconded by J. Silsby, all in favor.

b) Membership Proposal – there was discussion regarding the proposed membership categories. There needs to be a by-law change: we need to add group professional membership and College/University Membership to the existing by-laws under Article III – Membership Section 2 – Group Membership, J. Silsby made the motion and C. Cipriano seconded, will be voted on by ballot at next board meeting.

9) **Resignations and Appointments**

10) **Adjournment** - A motion was made by J. Cohen to adjourn into Executive Session at 11:50 am, B. Houle seconded.

11) **Executive Session** – Motion was made by J. Silsby made motion to accept discussion, seconded by B. Houle. Adjourn out of Executive session at 11:55 am motion was made by P. Norris to adjourn meeting at 11:57 am seconded by B. Houle, all in favor.

Next Executive Board Meeting:

Tuesday, June 21, 2005 at 9:30 am.

Respectfully Submitted,

Mary Hill

**Mary Hill
Secretary**

CRPA Executive Board Meeting
Tuesday, June 21, 2005
Newington Parks and Recreation Office

In Attendance: Robyne Brennan, Carole Cipriano, Jason Cohen, Mary Hill, Bill Houle, Barbara Kasbarian, Mary Knox, Don MacInnis, Paul Norris, Anna Park, John Silsby, Alison Harle

- 1) **Welcome:** P. Norris called the meeting to order at 9:37 am
- 2) **Communications and invited guest:** Project INSPIRE: wants to work with CRPA again (previously Sept. 2004) on a public demonstration of inclusive bird watching, Kayaking and cycling. CRPA will help with marketing efforts, will encourage our members to promote. Will look to do an article/flyer to email to members.
- 3) **Acceptance of Minutes:** M. Hill motioned to accept the May 2005 minutes, P. Norris seconded, all in favor.
- 4) **Reports of Appointed and Standing Committee Reports:**
 - Conference 2005 – the committee has been meeting monthly. The call for Sessions deadline has been extended to June 17, 2005. Student Committee is working on a Student Apprenticeship Program. The Conference Social is set at City Steam in Hartford. Delegate gifts have been decided.
 - Hershey – District meets have been held and State meet set for June 25.
 - Fundraising – CRPA Conference Raffle. Progress has been made despite some hurdles. The rental of raffle drum will cost \$75.00. Waiting on permission being granted from Hartford to hold raffle.
 - Membership – Meet on June 15, 2005. Discussed a membership recruitment campaign for the Fall. Goal of campaign to increase membership by 10%. An article for the Fall CRPA Today covering the new membership plan. CRPA booth at Conference to recruit new members and promote involvement from current members.
 - Camp College – was cancelled.
- 5) **Executive Director Report:** A. Harle has been working on the following: CRPA New e-Newsletter; Website; CRPA Newsletter; attending meetings; CPA partnership; Fundraising; CRPA Logo usage; Certification; AFO Course; NPSI Course; Quarterlies; Consignment tickets; Fall Quarterly; membership.
- 6) **Treasurer's Report:** reviewed the Profit and Loss through May 2005. Committee did meet with CPA
- 7) **Unfinished Business**
 - a) Raffle Ticket Fundraiser – covered under committee reports
- 8) **New Business**

Membership Proposal – a By-law amendment need to be voted on 11 were in favor of the change and 0 opposed and 0 abstained. Vote past to change the by-law. Article III, Membership, Section 2: Group Membership: Group Professional Membership: a category designed for at least 3 professional memberships from one agency. College/University Membership: a category designed for public or private educational institutions, which offer a curriculum in recreation and parks. Good for Department Head and faculty members.

A motion was made by J. Silsby to approve the new membership rates, B. Houle seconded, all were in favor.

Mergers – P. Norris identifying other groups we could potentially merge with.

- 9) **Resignations and Appointments**
- 10) **Adjournment** - A motion was made by P. Norris to adjourn into Executive Session at 10:31 am, R. Brennan seconded.
- 11) **Executive Session** – Adjourn out of Executive session at 11:55 am. A motion by P. Norris was made to adjourn the meeting seconded by J. Silsby, all were in favor.

Next Executive Board Meeting:

Tuesday, September 20, 2005

Respectfully Submitted,

Mary Hill

**Mary Hill
Secretary**



TO: Executive Board of CRPA
FROM: Mary Hill, Board Secretary
RE: By-law Amendment
DATE: May 19, 2005

A motion was made to amend Article III, Membership, Section 2: Group Membership of the Connecticut Recreation and Parks Associations By-laws. J. Silsby motioned that we add:

GROUP PROFESSIONAL MEMBERSHIP: a category designed for at least 3 professional memberships from one agency.

COLLEGE/UNIVERSITY MEMBERSHIP: a category designed for public or private educational institutions, which offer a curriculum in recreation and parks. Good for Department Head and faculty members.

The motion was seconded.

BALLOT TO VOTE:

 11 In favor of change

 0 Opposed of change

 0 Abstain from voting on change

Approved June 21, 2005

**CRPA Executive Board Meeting
Tuesday, September 20, 2005
Connecticut Parks and Recreation Office**

In Attendance: Robyne Brennan, Carole Cipriano, Jason Cohen, Frank Cooper, Mary Hill, Bill Houle, Barbara Kasbarian, Mary Knox, Don MacInnis, Paul Norris, Anna Park, John Silsby, Alison Harle and Rachel LaMane

- 1) **Welcome:** J. Silsby called the meeting to order at 9:31 am
- 2) **Communications and invited guest:** Peter Shea organization's CPA, spoke regarding an issue with past accounts, all has been reconciled. We presently have our checking account, money market and two Galaxy Accounts.
- 3) **Acceptance of Minutes:** B. Kasbarian motioned to accept the June 2005 minutes, J. Silsby seconded, all in favor.
- 4) **Reports of Appointed and Standing Committee Reports:**

Conference 2005 – the committee has been meeting monthly. Speaker agreement have been sent out, with most returned; still need to recruit vendors, as of September 44 vendors; pre-conference brochure at the printers; Past President's reception, Executive Board asked to attend Monday, 4:25 – 5:40 pm. Next Meeting October 13, 2005.

Membership – Meet on August 23, 2005. June's membership renewal mailing was the first step with the new plan, some issues to individuals not being aware of changes. There was an article in the Summer CRPA introducing the membership campaign. At the Conference there will be a membership booth.

Hershey – Program has been completed for the year. 34 CT participants were selected to the Regional Team. Connecticut has four first place medals. Matt Mace will represent CT at a national meeting on Saturday, November 19, 2005 in Hershey, PA.
- 5) **Executive Director Report:** A. Harle has been working on the following: CRPA New e-Newsletter; Website; CRPA Newsletter; attending meetings; Fundraising; Certification; AFO Course; NPSI Course; Quarterlies; Consignment tickets; Fall Quarterly; membership; tentative 2006 yearly calendar.

CPA Board Meeting: Alison has met with the President of CPA (Connecticut Parks Association) regarding CPA obtaining CEU's from CRPA for their monthly meetings. D. MacInnis made a motion to have CRPA offer CEU's to CPA following standard procedures, J. Silsby seconded, all were in favor.
- 6) **Treasurer's Report:** C. Cipriano presented a treasurer's report to the board, there was discussion regarding the numbers presented,
- 7) **Unfinished Business**
 - a) Raffle Ticket Fundraiser – this has been postponed. The committee hit some hurdles due to protocol. We will proceed forward with this for the future. Have established a donation form, which was in the Fall 2005 CRPA Today
 - b) Goals - tabled
- 8) **New Business**
 - a) Scholarships- tabled
 - b) Tentative Budget 2006 – tabled
 - c) Nominations – R. Brennan reported – 4 member at large nominations and 1 NERC

9) **Resignations and Appointments**

10) **Adjournment** - A motion was made by to adjourn at 11:39 am.

Next Executive Board Meeting:

Tuesday, October, 2005

Respectfully Submitted,

Mary Hill

**Mary Hill
Secretary**



TO: Executive Board of CRPA
FROM: Mary Hill, Board Secretary
RE: By-law Amendment
DATE: May 19, 2005

A motion was made to amend Article III, Membership, Section 2: Group Membership of the Connecticut Recreation and Parks Associations By-laws. J. Silsby motioned that we add:

GROUP PROFESSIONAL MEMBERSHIP: a category designed for at least 3 professional memberships from one agency.

COLLEGE/UNIVERSITY MEMBERSHIP: a category designed for public or private educational institutions, which offer a curriculum in recreation and parks. Good for Department Head and faculty members.

The motion was seconded.

BALLOT TO VOTE:

11 In favor of change

0 Opposed of change

0 Abstain from voting on change

Approved June 21, 2005

**CRPA Executive Board Meeting
Tuesday, November 15, 2005
Connecticut Parks and Recreation Office**

In Attendance: Carole Cipriano, Frank Cooper, Mary Hill, Mary Knox, Paul Norris, Anna Park, John Silsby, Alison Harle

- 1) **Welcome:** P. Norris called the meeting to order at 10:09 am
- 2) **Communications and invited guest:** none
- 3) **Acceptance of Minutes:** M. Hill motioned to accept the September 20, 2005 minutes, J. Silsby seconded, all in favor.
- 4) **Reports of Appointed and Standing Committee Reports:**
 - Conference 2005 – held our final meeting (11/10) with the CTCC. Past President Reception invitations are out. We met our room block requirements; Finalizing all food and beverage; All sessions have been assigned CEU's; Early bird registration was busy; Final brochure is at the printers.
 - Membership – Met on 9/21 and 10/13. Committee was updated on membership renewals. Membership dipped in September, but jumped to 587 in October. Letters to prospective members sent out. Preparing membership booth for Conference.
 - Marketing – Met on Sept. 20th. The group discussed and decided upon specific goals and objectives to be researched and implemented during the coming months. A. Park working on guidelines for Legislative Breakfast “Meet your Legislator Poster Guidelines.” One of the marketing goals identify potential “Linkers” and get them added to the CRPA website.
 - Fundraising – Working on the first Annual Appeal letter to go out to the membership. Goal: to have every board member contribute the Annual Appeal. Will be discussed at the Past Presidents Reception at the Conference. J. Silsby made a motion that we create an Annual Appeal Campaign with 100% participation from the Executive Board. C. Cipriano seconded, all in favor. There was a motion made by C. Cipriano to invite a CPA Member to our next Board Meeting as an ex officio member. J. Silsby seconded. All were in favor.
 - Hershey – Pre-season planning. Hershey's program has developed official relationship with USATF, including significant visibility; initiating contact with CT Section to establish better communication and cross promotion. Searching for a new Southwest CT District Coordinator.
- 5) **Executive Director Report:** A. Harle has been working on the following: CRPA Newsletter;; Certification; AFO Course; NPSI Course; Quarterlies; CRPA Winter Social; tentative 2006 yearly calendar.
- 6) **Treasurer's Report:** C. Cipriano presented a treasurer's report to the board. Reviewed the Profit and Loss
- 7) **Unfinished Business**
 - a) Approval of budget for FYE 2006 – Looking to approve at the December meeting
 - b) Approval of Election results: J. Silsby made a motions to accept the results of the elections, C. Cipriano seconded, all were in favor. J. Silsby made a motion to accept the top three (3) votes to fill the seats of the Executive Board. C. Cipriano seconded, all were in favor.
 - c) Goals – will look at in Dec/Jan
 - d) Annual Meeting – need to set an agenda and swear in new board members.
- 8) **New Business**

- a) Orientation of new Board Members and Committee members- Tuesday December 20, 2005 Meeting in Middlebury CT 9:30 am regular meeting; 10:30 am orientation meeting
- b) NRPA – State Affiliates Agreement
- c) Meeting Goals – to have board meeting last no longer then 1 ½ hours.

9) **Resignations and Appointments**

10) **Adjournment** - A motion was made by to adjourn at 11:39 am.

Next Executive Board Meeting:

Tuesday, October, 2005

Respectfully Submitted,

Mary Hill

**Mary Hill
Secretary**

**CONNECTICUT RECREATION AND PARKS ASSOCIATION
ANNUAL BUSINESS MEETING
Tuesday, November 22, 2005
Connecticut Convention Center
Hartford CT**

ANNUAL CONFERENCE AND TRADE SHOW

Present: 200 plus members attended the Annual Conference and Trade Show
Executive Board Members: Carole Cipriano, Jason Cohen, Mary Hill, Barbara Kasbarian, Mary McGuirk, Paul Norris, Alex Palluzzi, Anna Park, John Silsby.

1. Meeting was called the order t 12:05 pm by CRPA President Paul Norris
2. **Acknowledged Committees:** Hershey, Hotshots, Publications, Membership, Fundraising (donor annual). Annual Report was distributed to the membership for review.
3. **Installation of New Officers:** P. Norris conducted the swearing of the following members- at large to the Board: Barbara Kasbarian, Jason Cohen and Cheryl Hancin. Mary McGuirk was acknowledge as an outgoing member of the Board.
4. Treasurer's Report – no report
5. Executive Director's Report – no report
6. Standing Committee Reports – no report
7. Old Business - none
8. New Business - none
9. Correspondence – none
7. Adjournment – A motion was made by R Moss to adjourn at 12:15 pm, W. DeMaio seconded. Meeting adjourned.

Respectfully Submitted,

Mary Hill

Mary Hill
Secretary

**CRPA Executive Board Meeting
Tuesday, December 20, 2005
Middlebury Parks and Recreation Office**

In Attendance: Carole Cipriano, Jason Cohen, Frank Cooper, Cheryl Hancin, Mary Hill, Bill Houle, Barbara Kasbarian, Don MacInnis, Roger Moss, Paul Norris, Alex Palluzzi, John Silsby, Alison Harle

- 1) **Welcome:** P. Norris called the meeting to order at 9:34 am
- 2) **Communications and invited guest:** C. Vincente sent a correspondence regarding a training and educational program for sports clinics to be started up again. He is willing to chair committee. B. Kasbarian made a motion to add this under new business, A. Palluzzi seconded.
- 3) **Resignations and Appointments:**
Appointment and swearing in of new Board Member: Roger Moss
- 4) **Acceptance of Minutes:** M. Hill motioned to accept the November 15, 2005 minutes, B. Kasbarian seconded, all in favor.
- 5) **Reports of Appointed and Standing Committee Reports:**
Conference 2005 – there was a lengthy discussion regarding the Silent auction. The Conference Evaluation was reviewed. Our net profit was roughly \$32,400.00 we fall short of our projected goal of \$34,700.00
Membership – held a meeting on December 12, 2005. Membership jumped to 635 in November, which is an increase of 115 members since March. Committee has approved a new promotional brochure.
Fundraising – the Annual Appeal is in effect. There were no current dollar numbers available. F. Cooper discussed a Black History Month fundraiser in conjunction with Hamden Parks and Recreation, for February 24, 2006 in Hamden. J. Silsby made a motion to hold the event, B. Houle seconded, all in favor.
Aquatics – Met on December 7, 2005, there was a lengthy discussion regarding who can attend meetings and who can vote at meetings. Lifeguard Olympics will be held July 23 in South Windsor. Lifeguard College in June 4 in East Hartford. A. Palluzzi made a motion that the Aquatic Section have a fee structure for members and non-members. J. Cohen seconded, all in favor.
- 6) **Executive Director Report:** A. Harle has been working on the following: CRPA Newsletter;; Certification; AFO Course; NPSI Course; Quarterlies; CRPA Winter Social; Membership directory, Conference. There was discussion regarding the NPSI course, Rhode Island would like to offer one at the NETI, CPRA had to first option by getting dates in on time. Would be willing to share an AFO Course with them, but not the NPSI.
- 7) **Unfinished Business**
 - a) Approval of New Membership Rates: withdrawn
 - b) Approval of FYE 2006 operating Budget: Carole Cipriano
A. Palluzzi made a motion to pull the monies from line 4100E on the income side on Budget and place it in newly created line 5100 – Scholarship and pull the monies line 7000 I, H, J (on the expense side of the budget and place in newly created line 7500 scholarship – expense categories A. Student, B. Young Professional Award, C. General Membership, in the total amount of \$3,500.00. C. Cipriano seconded the motion, 9 in favor, 1 abstained, motion past.

Alex Palluzzi made a motion to carry-over any additional monies at end of the fiscal year. F. Cooper seconded, all were in favor.

J. Silsby made a motion to create a \$500.00 contingency fund to income side of 2006 budget. B. Houle seconded, all were in favor.

B. Kasbarian made a motion to approve the FY2006 Budget as amended, \$354,066.00. A. Palluzzi seconded, there was discussion, all in favor.

- c) NRPA State Affiliate Agreement a new draft is in the works
- d) Goals: handed out to be reviewed

8) New Business

- a) Committee Chairs and Liaisons Assignment: see attached document
- b) Setting Board Meeting Schedule: M. Hill will present a meeting schedule at the January Meeting. January's meeting will be held in Newtown on the 17th.
- c) Orientation/Goals – evaluation and development of: tabled to January
- d) Youth Sports Seminars – P. Norris will contact C. Vincente about this.

9) **Treasurer's Report:** C. Cipriano asked that this be added to the meeting agenda. In checking account \$67, 848.22; in Money Market \$51,660.32; Investment Account \$54,216.50. January meeting actual closing of FY2005. A. Harle, CRPA Executive Director, profit of \$15,000.00 presently in budget, requested a end of year bonus.

10) **Adjournment:** A motion was made by J. Cohen to adjourn into Executive Session at 12:05 pm seconded by M. Hill.

11) Executive Session

Want into Executive Session to discuss Executive Director request for a year-end bonus:

- A. Palluzzi made a motion that we raise the Executive Directors salary to \$40,000. Seconded by C. Hancin, discussion. 12 approved 1 abstained.
- B. B. Kasbarian made a motion that after the FY2005 budget is reconciled that a transfer of \$3,850.00 maximum be made to budget FY2006. D. MacInnis seconded, all were in favor.
- C. C. Cipriano made a motion that in lieu of a bonus that we give the Executive Director a raise in 2006, C. Hancin seconded. 5 in favor, 7 opposed, motion failed.
- D. A. Palluzzi made a motion that once FY2005 reconciled that if it is beyond the \$3,850.00 we would increase current 2005 Executive Director's salary by \$1000.00, to make it \$37,150.00 and have it received in a lump sum, D, MacInnis seconded, discussion, 1 opposed, 11 in favor. Motion was amended to increase Executive Director's \$1000.00 ratio to January, by A. Palluzzi, seconded by F. Cooper, all were in favor.

A motion was made by J. Cohen to adjourn out of Executive Session at 12:45, seconded by M. Hill.

A motion was made by B. Houle to adjourn the December meeting at 12:46 pm, seconded by M. Hill.

Next Executive Board Meeting:

Tuesday, January 17, 2006 in Newtown

Respectfully Submitted,

Mary Hill

**Mary Hill
Secretary**

Amended for February 21, 2006 Executive Board meeting.

CRPA Board Goals 2004 / 05

GOAL	COMPLETE	ACTION TAKEN
Host 2 Past-President roundtables	No	1. None
Evaluate and develop description of tasks for Association President, President-Elect, Past-President, Members-at-Large, and committees.	No	2. In process.
Develop Certification process and publish Certification Handbook	Yes	3. Handbook was developed and published. 4. Distributed at CRPA 05 conference.
To better educate members about the necessity for and method of certification.	Yes	5. By-laws: President, President-Elect, Sectary, and Treasurer require certification. 6. Addressed in CRPA Today as Presidents message. 7. Process is on going.
To increase awareness among our membership of key legislative issues facing parks and recreation.	Yes	8. Legislative meeting was held in April of 05 in Hartford, CT. 9. On going process
To produce an accurate and inclusive salary survey (with job descriptions) to help members in their pursuit of proper remuneration for the services they provide to their community.	NO	
Enhance website; greater detail of committees, news and legislative issues.	Yes	The website is now developed and maintained by the CRPA Executive office. Detailed information on the various committees is now available.
Develop TR Branch to offer more training and resources.	Yes	1. Development meetings were held. 2. Training opportunities enhanced.
Develop process procedure to accept sponsorship for CRPA Programs.	NO	1. While sponsorships are accepted for CRPA programs a formal policy has not been developed. This is in progress.
Develop comprehensive 12 month operating budget for implementation Jan. 1, 2005.	Yes	1. In effect.
Investigate, develop and implement 1 special event (fundraiser) for a national recognized health agency.	No	1. None
Develop a membership drive (to also include students) Increase networking with State Parks and other related organizations such as NRPA, NEPA, CPA, NERC.	Yes	1. Committee developed. 2. On going process.
Identify 3 new sources of revenue	Yes	1. Basketball Hall of Fame consignment tickets. 2. Addition of afternoon quarterly sessions. 3. Tax deductible giving.
Develop legislative agenda.	YES	1. A Legislative Platforms for was developed in 2005. 2. Platform is to be evaluated for 2006.
Complete and approve Association Procedure Manual	No	1. In process
Build awareness and understanding among public officials, legislators and the general public of the critical role played by parks and recreation programs	No	1. In process. 2. Public Relation Committee developed.
Encourage and facilitate greater diversity and inclusion across the association	Yes	1. TR Branch developed. 2. To be developed.