

**CRPA Executive Board Meeting
Tuesday, January 20, 2004
CRPA OFFICE**

In Attendance: Robyne Brennan, Carole Cipriano, Ray Favreau, Mary Hill, Jerry Lokken, Don MacInnis, Mary McGuirk, Paul Norris, Alex Palluzzi, Diane Generous

1. Welcome: R. Brennan called the meeting to order at 9:06 a.m. Natalie was introduced.

2. Approval of Minutes:

A motion to approve the minutes was made by A. Palluzzi seconded by D. MacInnis seconded. All were in favor.

3. Executive Director's report:

D. Generous submitted a written report that covered the period from December 16 – January 19, 2004. D. Generous will be attending Mid Years in Washington February 25-28, 2004.

4. Financials

D. Generous distributed the Balance Sheet, the Profit and Loss sheet, the checking account balances and the Quick and Reilly monthly report. There was discussion regarding changing bank. There was also discussions regarding consolidating everything back into one account.

P. Norris made a motion to give D. Generous authority to close/consolidate appropriate accounts and transfer accounts to Webster Bank. J. Lokken seconded all were in favor.

5. Standing Committee Reports:

- a) Conference 2004 – Held first meeting in January. 25 + members recruited to committee. Sub-committees have been assigned. Discussed keynote – possibility of the US Surgeon General. Finalizing number of days and schedule layout, and theme/logo.
- b) CEU Program/Quarterly Meetings – Winter Quarterly all set to go, 22 registrants.
- c) Hotshots – contested presently being held.
- d) Hershey – Site is secure for 2004 State Meet. Possible program sponsors. Co-sponsoring a Hershey Workshop with CAHPERD. Redesigned website for CT Hershey program. Preparing program packets for mailing.
- e) Camp College – no report
- f) Citizen Board/Professional – no report
- g) Aquatics – no report
- h) Entertainment Showcase – February 11, 2004. 82 registrants
- i) CRPA Today - out in the mail.
- j) Awards – no report
- k) Scholarships – no report
- l) Legislative – A. Palluzzi will set a meeting with CCM and Judy Gott President of the Council of Governments to discuss the latest NRPA legislative issues.
- m) Certification Board –R. Favreau received the NRPA Plan – no changes from previous packet. Board will be meeting January 28, 2004, they will review and streamline for CRPA membership. There was discussion regarding having the member be more responsible for their CEU's.
- n) Professional Development – no report

6. Old Business

- Operations Manual – M. Hill will email to committee
- Committee Development
 - Trends Committee (Focus Groups) –still operational stages
 - Website Committee –covered in Executive Director's report.
 - Financial Committee –will set date after Board meeting.
 - Membership Dues Structure – was sent out with revisions. Allot of feedback regarding Agency Fees. J. Cohen working on a Commercial Membership flyer.
- Terms of Employment for Executive Director – Draft #3 was distributed to board members, recommendations to R. Favreau by January 23, 2004.

7. New Business:

- Wethersfield Daycare Issue – in a holding pattern
- P. Norris discussed the SCORP meeting that he attended. \$1.4 million. State owns 15% open space – wants to acquire more open space. Next meeting January 28 or 29.

8. Correspondence – Fundraising Workshop; National Alliance Nutrient Activity; State of CT asking to have CRPA exhibit at “Making the Connection” Healthy School Summit – March 15, 2004; Letter from NRPA Student branch liaison.

9. Adjournment – J. Lokken motioned to adjourn the meeting at 11:12 am, C. Cipriano. seconded. All were in favor.

Next Executive Board Meeting: Tuesday, February 17, 2004 – CRPA Office in Rocky Hill.

Respectfully Submitted,

Mary Hill

Mary Hill
Secretary

CRPA Executive Board Meeting
Tuesday, March 16, 2004
CRPA Office

In Attendance: Jay Cohen, Jerry Lokken, Alex Palluzzi, John Silsby, Robyne Brennan, Carole Cipriano, Mary McGuirk, Ray Favreau (entered at 9:45 a.m.), Diane Generous

1. **Welcome:** Robyne Brennan called the meeting to order at 9:05 a.m.
2. **Approval of Minutes:** A motion to approve the minutes was made by Carol Cipriano, seconded by John Silsby and passed unanimously.
3. **Executive Director's Report:** Diane Generous shared the report that was presented at Mid Year's. She also stated that NPRA has been focusing energy on updating membership categories, "doing less and doing it better" according to John Thorner. There was also discussion of room blocks for Nationals. Alex Palluzzi stated that attending Mid Year's was a great experience. All that he met with were very positive, especially Rob Simmons. He also added that it was great attending with Diane because she knew exactly where to go. The legislative breakfast is being worked on for May 5.
 - a. **Financials:** Funds transfer was completed from Fleet to Webster Bank. Planning to keep the Fleet account open until the end of the fiscal year. Quick and Reilly has close to \$50,000 in savings. D. Generous questioned whether we should transfer money before the balance goes down again, as it has increased in value by approximately \$10,000 since she started. Diane has spent significant time working on transferring 04 accounts into 05. She explained that there is a discrepancy in the excel sheet versus on the P/L on Quarterlies and Hershey's account because revenue was collected in 02/03 and expenses paid in 03/04.

Natalie's salary is being split between Admin and Accounting accounts. Lines 86-99 will now be broken down by 1. Professional Development and 2. Travel and Entertainment. Publications are below revenue and below cost but are proportionately the same.

John Silsby questioned if the NPSI numbers are accurate, if so it is a huge moneymaker. Diane Generous stated that some of the profit does go back to NRPA.

Diane Generous stated that Paul Norris has discussed changing the fiscal year. Carol Cipriano questioned if it would make things easier. D. Generous answered yes because of the hundreds of thousands of dollars in ticket sales.

Discussion followed on payroll, with Jay Cohen questioning whether we would be on budget for the remainder of the fiscal year. Carol Cipriano questioned where unemployment claims were found in the budget. Diane Generous stated that CRPA is now paying into an unemployment fund.

Diane generous will work on the 05-budget number for next month's meeting. (Ray Favreau entered at this time.)

D. Generous also distributed reports for Quarterlies and the Entertainment Showcase.

4. Standing Committee Reports:

- a. **Conference:** In absence of Mary Hill, Alex Palluzzi showed the new vendor's brochure. The Committee is working with CPA on a Parks Management/Facilities Operations track. Jerry Lokken provided May with updated vendor information so that she may update the CRPA website. The Committee is working on getting Senator Dodd to attend. They will also be marketing the Conference to other states through the NY State Conference and NETI's. The Conference theme is "Back to Basics: Rebuilding Healthier Communities".
- b. **CEU Program/Quarterly Meetings:** Carol Cipriano stated the Spring Quarterly is on Tuesday, May 4. The Summer Quarterly will be in Branford on June 10. Diane Generous suggested putting a "save the date" note on the Spring Quarterly flyers, which were to be mailed out. Questions were raised to where the \$5 CEU fee goes, have we been billed by NRPA recently or ever? Ray Favreau will speak with the Certification Board to find out what has been done in the past.
- c. **Hotshots:** Sean Dwyer sent out a letter.
- d. **Hershey:** Jay Cohen stated that many new towns have registered. There was good response to the pre-season training session that was offered. It might be a good model for other events like Hotshots.
- e. **Camp College:** Jay Cohen for Rich Henderson. It will be held on Saturday, June 12 in Windsor. They are working on incorporating a CPR course that day, as well as getting presenters.
- f. **Citizen Board/Professional** – No report
- g. **Aquatics:** AFO had 27 registered. Lifeguard College will be June 12 in Manchester.
- h. **Entertainment Showcase:** One performer was not listed properly in the brochure, and is looking for compensation. Jay Cohen suggested offering a \$25 credit toward the showcase next year or toward a commercial membership. Discussion followed about Roger Moss's suggestions for next year, to have a vendor or vendors come in so that people may purchase lunch.
- i. **CRPA Today:** Diane Generous said that it is in the works. Notices about upcoming events will be in it including the Legislative Breakfast, promotion for the State Conference, and nomination forms.
- j. **Awards:** No report.
- k. **Scholarship:** No report.
- l. **Legislative:** Date for Breakfast has been set for April 27.
- m. **Certification Board:** Ray Favreau has a meeting with the Board on 3/17.
- n. **Professional Development:** Discussion regarding a non-CRPA sponsored CEU session.

5. Old Business

- a. **Operations Manual:** In absence of Mary Hill, Robyne Brennan and John Silsby stated that it is being worked on for next month, and will include committee training, timelines, and by-laws.
- b. **Committee Development**
 - a. **Trends Committee:** Looking into use of focus groups as well as gathering topics.
 - b. **Website:** The new proposed homepage is looking good. Diane will eventually be trained to do updates.
 - c. **Financials:** At Natalie's suggestion, CRPA is starting a new company so that we can start with a fresh set of books. Eventually the current company will be dissolved, and any monies left will be transferred into the appropriate accounts. The new company will begin the in the new fiscal year.

6. New Business

- a. **Membership Letter regarding change of Membership Categories:** A revised letter was distributed for review. The letter will be in the next issue of CPRA Today. Also a description of the new categories will be included in the mailing with the renewal notices. Board members were asked to sign a copy for distribution.
- b. **Terms of Employment for Executive Director:** Ray Favreau distributed Draft #5 of the terms of employment. Ray Favreau made a motion to adopt the terms of employment dated 3/9/04 effective immediately (3/16/04). The document will be reviewed yearly by a Personnel Committee including the CRPA President, Past President and President Elect. Any recommended changes must be brought back to the Executive Board for approval. The motion was seconded by Jay Cohen, and passed unanimously. It was noted that Mary Hill should receive a copy of the terms of employment and job description for the executive director for the operations manual.
- c. **Elections:** Ray Favreau will be coordinating the ballots again. Discussion followed on how to make the nomination form more clear and easier to understand. It was also suggested that a description of duties for each position from the bylaws be included. NERC positions will be staggered similar to how the Members at Large positions are on the Executive Board.
- d. **Wethersfield Daycare Issue:** Diane Generous has been copied on email.
- e. **Correspondence:** Diane Generous informed the Board about an opportunity to attend a grant writing workshop. Pilot Pen has approached CRPA about a ticket consignment program, as has the Basketball Hall of Fame.

7. **Adjournment:** A motion to adjourn the meeting at 11:43 a.m. was made by Carol Cipriano, seconded by John Silsby, and passed unanimously.

Respectfully Submitted in Absence of Mary Hill,

Mary McGuirk

CRPA Executive Board Meeting
Tuesday, May 18, 2004
CRPA OFFICE

In Attendance: Robyne Brennan, Carole Cipriano, Ray Favreau, Mary Hill, Jerry Lokken, Don MacInnis, Mary McGuirk, Paul Norris, Alex Palluzzi, John Silsby, Diane Generous.

1. Welcome: R. Brennan called the meeting to order at 9:11 a.m.

2. Approval of Minutes:

A motion to approve the minutes was made by J. Silsby seconded by J. Lokken. All were in favor.

3. Executive Director's report:

Covering the period from March 16 – May 17, 2004: Budget Review and Preparation, Conference 2004, Legislative Breakfast, Elections, Certification Board, NPSI, Quarterlies. Attended CPA meeting and NEPA Annual Meeting. NRPA Room block; ticket sales with Basketball Hall of Fame and Pilot Pen. Met with Michelle Sullivan, DEP regarding SCORP.

4. Financials

D. Generous distributed the Balance Sheet, the Profit and Loss sheet, the checking account balances and the Quick and Reilly monthly report. The 2005 budget was presented for review and will look to approve at the June meeting.

5. Standing Committee Reports:

- a. Conference 2004 – Mary Hill submitted a report. Monthly meetings are being held. An invitation has gone out to Senator Dodd and the US Surgeon General. J. Lokken has been working on the website. A call for sessions is out. Social is being worked out.
- b. CEU Program/Quarterly meetings – Summer for June 10th Lobster bake in Branford and a CEU Session on New Haven
- c. Hotshots – no report
- d. Hershey – J. Cohen reported local meets are underway. State Meet June 26. Planning ahs begun for the state meet.
- e. Playground Camp College – no report
- f. Citizen Board/Professional – no report
- g. Aquatics – would like to offer AFO again next year.
- h. Entertainment Showcase – no report.
- i. CRPA Today – no report
- j. Awards – no report
- k. Scholarship – no report
- l. Legislative – Legislative breakfast, better time of year in the future
- m. Certification Board – no report
- n. Professional Development – no report

6. Old Business

- a. Operations Manual-Bylaws/Constitution – both documents were reviewed. Minor changes were made. A cover letter will be developed to send out with copies to membership. R. Brennan made a motion to accept the Bylaws and Constitution with changes. C. Cipriano seconded. All in favor.
- b. Elections – Ray Favreau presented the 2004 Election results. A total of 51 ballots were received. R. Favreau made a motion to accept the Slate of Officers, P. Norris seconded, all in favor.
- c. Committee Development

- Website Committee – ½ done. Conference information will go up. Need to gather information that needs to be presented to ElectricSmart to install.
- Financial Committee –no report

7. New Business:

Correspondence:

NAYS – National Association of Youth Sports

Chris Bourdon of Meriden a proposal for a Punt, Pass and Kick program. J. Silsby made a motion to accept proposal as long as there is no cost to CRPA. R. Brennan seconded, all in favor.

State of Connecticut – Conservation and Development Policies of Procedures for Connecticut 2004

- 8. Adjournment** – A motion was made by R. Favreau to adjourn at 11:40 am, J. Silsby seconded. Meeting adjourned.

Next Executive Board Meeting: Tuesday, June 15, 2004 – CRPA Office in Rocky Hill.

Respectfully Submitted,

Mary Hill

Mary Hill
Secretary

CRPA Executive Board Meeting
Tuesday, June 15, 2004
Rocky Hill Parks and Recreation Office

In Attendance: Robyne Brennan, Carole Cipriano, Jason Cohen, Ray Favreau, Mary Hill, Jerry Lokken, Barbara Kasbarian, Mary McGuirk, Paul Norris, Alex Palluzzi, John Silsby.

1. Welcome: R. Brennan called the meeting to order at 9:13 a.m.

2. Approval of Minutes:

A motion to approve the minutes was made by J. Lokken seconded by C. Cipriano. All were in favor.

3. Financials

The 2005 budget was review. J. Lokken made a motion that the budget go to the Finance Committee, J. Silsby seconded. Committee will also look at the 18 month budget format. All were in favor. Finance Committee: R. Favreau, P. Norris, R. Brennan, J. Silsby.

A motion was made by J. Lokken to from a search committee for a new Executive Director, A. Palluzzi seconded. All were in favor. Search Committee: Jason Cohen, Chairperson, M.McGuirk, B. Kasbarian and J. Silsby.

4. Standing Committee Reports:

- a. Conference 2004 – next meeting is scheduled for June 17th
- b. CEU Program/Quarterly meetings – Fall Quarterly discussed, Project I.N.S.P.I.R.E.: Initiative for National and State Park Inclusive Recreation
- c. Hotshots – no report
- d. Hershey – J. Cohen reported 40 local meets took place. Staff is being recruited for the State Meet. State Meet to take place on June 26th.
- e. Playground Camp College – this past weekend 300+participants. Will have final report next meeting.
- f. Citizen Board/Professional – no report
- g. Aquatics – no report
- h. Entertainment Showcase – no report.
- i. CRPA Today – no report
- j. Awards – no report
- k. Scholarship – no report
- l. Legislative – Dates for Legislative Breakfast for next meeting
- m. Certification Board – no report
- n. Professional Development – no report

5. Old Business

- a. Operations Manual-tabled
- b. Committee Development
 - o Website Committee – need to have a contact from the Board
 - o Financial Committee – under financials

6. New Business:

- a. Project Inspire Event in Groton – Covered under quarterlies
- b. Lease for 172 Stepny, expired in Jan. J. Silsby made a motion to extend the lease for one more year. J. Lokken seconded. Board authorized the President to sign the lease. All in favor.
- c. Budget – Finance Committee to set meeting date.

7. Correspondence – none

8. Adjournment – A motion was made by C. Cipriano to adjourn at 10:45 am, J. Silsby seconded. Meeting adjourned.

Next Executive Board Meeting: Tuesday, July 20, 2004 – CRPA Office in Rocky Hill.

Respectfully Submitted,

Mary Hill

Mary Hill
Secretary

CRPA Executive Board Meeting
Tuesday, July 20, 2004
Rocky Hill Parks and Recreation Office

In Attendance: Robyne Brennan, Carole Cipriano, Mary Hill, Barbara Kasbarian, Don MacInnis, Mary McGuirk, Alex Palluzzi, John Silsby, Allison Harle and Ray Favreau

1. **Welcome:** J. Silsby called the meeting to order at 9:08 am
2. **Introduction of New Executive Director** – Allison Harle, was introduced. Working on getting her work visa, will be volunteering her time two days a week.
3. **Approval of Minutes:**
A motion to approve the minutes was made by A. Palluzzi seconded by B. Kasbarian. All were in favor.
4. **Financials**
Reviewed the distributed Balance Sheet, Profit and Loss sheet, the checking account balances and the Quick and Reilly monthly report. Will have Natalie contact P. Sheas to reconcile the books.
5. **Standing Committee Reports:**
 - a. Conference 2004 – July meeting was cancelled. Educational sessions in progress, working on Group Resume. Need to work on getting more vendors
 - b. CEU Program/Quarterly meetings – Fall Quarterly discussed, Project I.N.S.P.I.R.E.: Initiative for National and State Park Inclusive Recreation
 - c. Hotshots – no report
 - d. Hershey – Final preparations for National Meet. 28 CT kids qualified.
 - e. Playground Camp College – no report
 - f. Citizen Board/Professional – no report
 - g. Aquatics – no report
 - h. Entertainment Showcase – no report.
 - i. CRPA Today – no report
 - j. Awards – no report
 - k. Scholarship – no report
 - l. Legislative – Breakfast tentatively March 22
 - m. Certification Board – no report
 - n. Professional Development – no report
5. **Old Business**
 - a. By-laws – Committee to look at what to implement first. Appoint a Treasurer, look to 2006 fiscal year.
 - b. Committee Development
 - o Website Committee – Alison will look into see who is on this committee
 - o Financial Committee – R. Favreau reviewed budget with the board. Some minor changes were made to balance the budget. Final numbers \$391,881.00 for expenses and revenue. D. MacInnis made a motion to accept the 2005 budget of \$391,881.00, R. Brennan seconded. All in favor.
6. **New Business:**
 - a. Search Committee - done
 - b. 2004-05 Broad Meeting Schedule – will continue to meet the third Tuesday at the CRPA Office at 9:00 am. September meeting will be moved to September 14, 2004.

7. **Correspondence** – P. Norris, per Mary Hill, inquired about a Georgia based Scorebook Company, that CRPA benefits from. C. Cipriano will bring in a book to see.
8. **Adjournment** – A motion was made by B. Kasbarian to adjourn at 11:15 am, C. Cipriano seconded. Meeting adjourned.

Next Executive Board Meeting:

****TUESDAY, SEPTEMBER 14, 2004**** – CRPA Office in Rocky Hill.

Respectfully Submitted,

Mary Hill

Mary Hill
Secretary

**CRPA Executive Board
Conference Call
Thursday, August 19, 2004**

In Attendance: Robyne Brennan, Carol Cipriano, Jason Cohen, Mary Hill, Barbara Kasbarian, Don MacInnis, Paul Norris, Anna Park, John Silsby.

The conference call began at 11:00 am on Thursday, August 19, 2004

- A. Office Coverage
Natalie is around sparingly. Alison volunteering her hours 1 or 2 times a week. A temp Agency has been contacted for help. Ad is being placed in the Hartford Courant to look for a more permanent replacement.
- B. Occupational Training Visa
Alison is stilling waiting to hear. Still needs to apply for her green card. **J. Cohen made a motion to fund Alison Harle \$2,685 for visa application.** Discussion: P. Norris met with an employment attorney, money not to be given directly to Alison give it directly attorney and application. It was stated that there be a guaranteed number of yeas to work for CRPA or money is returned. Motion was amended to reflect guaranteed three (3) years of employment. **Motion was seconded by J. Silsby. Seven were in favor one not in favor.**
- There was discussion regarding a timetable on paperwork. **C. Cipriano made a motion that we will give 30 days for paperwork to be approved, posting/interviewing to commence. J. Cohen seconded, all were in favor**
- C. Conference Update
Program sessions all set, pre-conference brochure is being worked on, vendors are down, need to do some work to get vendors. P. Norris had a conversation with G. Blanchard regarding room rates, we may want to look around for something else next year.
- D. Vacant Board – Member at Large
Carole Cipriano is taking on the role of Treasurer for CRPA. Leaving two vacancies on the Board at Member at Large. P. Norris recommended Frank Cooper of Hamden and William Houle of Litchfield. D. MacInnis made a motion to support the President's recommendations for replacement to the Board, J. Silsby seconded, all in favor
- E. Fall Quarterly
Mailing is at the Post Office. All set for September 22, 2004.
- F. Other Issues: CRPA Today – Alison is working on it.

J. Silsby made a motion to adjourn the Conference Call at 11:43 am, J. Cohen seconded, all in favor.

Mary Hill

Mary Hill
Secretary

**CRPA Executive Board Meeting
Tuesday, September 14, 2004
Rocky Hill Parks and Recreation Office**

In Attendance: Robyne Brennan, Carole Cipriano, Jason Cohen, Mary Hill, Bill Houle, Barbara Kasbarian, Paul Norris, Alex Palluzzi, John Silsby, Allison Harle, Eric Clark and Matt Mace

1. **Welcome:** P. Norris called the meeting to order at 9:41 am
2. **Introduction of New Board Members:** Bill Houle
3. **Approval of Minutes:**
A motion to approve the minutes from the July meeting was made by J. Cohen seconded by J. Silsby. All were in favor. A motion was made by J. Silsby to approve the minutes from the August Conference Call with the addition that the \$2,685 funded to Alison Harle is in the form of a loan. M. Hill seconded, all in favor with amendment.
4. **Correspondence:** A card was sent to Anna Park
5. **Executive Director Report:** A. Harle has been working on the following: Budget Review and preparation; Conference 2004; Membership; quarterlies; Website; finalizing newsletter; interviewing candidates for Administrative/Clerical position.
6. **Financials:** C. Cipriano has agreed to be the Treasurer of Board. Reviewed Ticket Sales for 2004. P. Norris is working with the CPA on Quickbooks for the past year. A motion was made by J. Silsby to give Bob Stanley a Lifetime Membership, A. Palluzzi seconded, all were in favor. Mirelle Freedman issue is still pending, could cost the Association roughly \$9000.00. J. Silsby motioned to look into appealing the issue for a fourth time as long as no fees are accrued by CRPA, B. Houle seconded, all in favor. Unemployment claim – D. Rondeau.
7. **Standing Committee Reports:**
 - a. Conference 2004 – Program schedule set, working on CEU approval. Vendor Hall is filling slowly. Pre-Conference Brochure is going out shortly. Delegate gift set.
 - b. CEU Program/Quarterly meetings – Fall Quarterly all set for September 22, 2004 in Groton
 - c. Hotshots – CRPA members that have email were sent a letter. Mailed out flyers and letters to non-member towns. Litchfield and Meriden will host county finals. Kristine Kravontka will be helping as co-chairperson.
 - d. Hershey – Two National meet members attained Gold, including a national record in the standing long jump. Plans have already been discussed for improvements to next year's program, including reinstating district meets.
 - e. Aquatics – no report
 - f. CRPA Today – at printer/HARC
 - g. Scholarship – still money available
 - h. Legislative – Breakfast tentatively March 22
 - i. Certification Board – will look for CRPA Office support
 - j. Professional Development – are reviewing Conference Materials
 - k. NERC – J. Lokken will be attending a meeting on September 16, 2004.
 - l. Membership – email out to membership a renewal reminder. Membership guide discussed.

8. Old Business

- a. By-laws – Reviewed the implementation sheet that was sent to Board members.
- b. Website Committee – add constitution and bylaws. Discussed the amil list serve.
- c. Financial Committee – covered in financials.

9. New Business:

- a. CRPA Goals – Board goals from 2003-04 were distributed. The Board was asked by the Board President to furnish him with 5 new Goals for CRPA.
- b. Committee Liaison – B. Houle will be the Aquatics liaison and J. Silsby will be the NERC liaison.

10. **Other Business:** Meeting times will be moved to 9:30 am. A. Palluzzi had some questions regarding the Executive Director's Terms of Employment.

11. Adjournment

A motion was made by J. Cohen to adjourn at 11:14 am, J. Silsby seconded. Meeting adjourned.

Next Executive Board Meeting:

Tuesday, October 19, 2004 at 9:30 am.

Respectfully Submitted,

Mary Hill

**Mary Hill
Secretary**

**CRPA Executive Board Meeting
Tuesday, September 14, 2004
Rocky Hill Parks and Recreation Office**

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

1. **1.Welcome:** P. Norris called the meeting to order at 10:04 am
2. **Introduction of New Board Members:** Frank Cooper
3. **Approval of Minutes:**
A motion to approve the minutes from the September meeting was made by B. Kasbarian. Seconded by W. Houle, all were in favor.
4. **Correspondence:** C. Vincente expressed his disappointment in the new membership categories. J. Davis of the Boston Celtics looking to advertise in the CRPA Today newsletter. A. Harle will investigate this further
5. **Executive Director Report:** A. Harle has been working on the following: Budget Review and preparation; Conference 2004; Website; newsletter; Office updates; membership.
6. **Financials:** A. Harle and P. Norris met with P. Shea. P. Shea is working on the 2003 tax return. He recommended that we look to change our fiscal year starting January 1, 2005. Board should work over the next couple of months to develop a new budget for January. At the November meeting Revenue and expense report to be supplied to the Board. Mirelle Freedman issue was covered by NRPA roughly cost the Association \$108.00. D. Rondeau issue was not unemployment but a reference check for a CDL.
7. **Standing Committee Reports:**
 - a. Conference 2004 – Surgeon General has declined our invitation. Gary Fenton is all set. Speaker Agreement are being returned. CEU approval is still pending on a handful of sessions. 52 vendors. Working on floor plan for vendor hall.
 - b. CEU Program/Quarterly meetings – D. Dipinto looking for ideas
 - c. Hotshots – Manual's are ready and will be going out in the mail. Local events deadline January 23. Counties January 29 or February 5. State competition February 12.
 - d. Hershey – no report
 - e. Aquatics – will be having a meeting soon.
 - f. CRPA Today – December issue
 - g. Scholarship – no report
 - h. Legislative – no report
 - i. Certification Board – no report
 - j. Professional Development – no report
 - k. NERC – Held a meeting on Sept. 16, 2004 and at Nationals in Reno, Nevada.
 - l. Membership – a special letter to be sent to members about renewals
8. **Old Business**
 - a. Website – discussion regarding hosting of the site and the list serve. R. Brennan made a motion to change our web hosting from ElectricSmart to Community Camps at \$50.00 per year. A. Palluzzi seconded, all in favor.
 - b. Finance – covered under financials
 - c. Committee Liaison – P. Norris assigned board members committees that needed a liaison.

- d. Goals – P. Norris presented goals for the Board during the 2004/05 year. It was discussed that the By-Laws Committee meet and look into the Certification issue.

9. New Business:

- a. Policy Discounts for Conference – M. Hill discussed the CRPA Speaker Expense Policies that are in place there seems to be some issues of understanding. This will be looked into prior to next years Conference to see what changes need to be made. R, Brennan made a motion that the Conference Chairperson's fee be waived, B. Kasbarian seconded, 7 were in favor, 1 opposed and 1 abstention.
- b. Awards/New Time Limits – there was discussion regarding the Young Professional Award Scholarship criteria. The 2003 winner usage. J. Cohen made a motion to extend the scholarship to C. Silver, F. Cooper seconded, there was discussion, J. Cohen amended the motion to state C. Silver would have three (3) months to designate his use and have a year to use it. 2 approved, 4 opposed and 3 abstentions, motion failed.
- c. CEU Questionnaire - covered under CEU/Quarterlies

10. Adjournment

A motion was made by B. Houle to adjourn at 12:00 pm, C. Cipriano seconded. Meeting adjourned.

Next Executive Board Meeting:

Tuesday, November 16, 2004 at 9:30 am.

Respectfully Submitted,

Mary Hill

**Mary Hill
Secretary**

CRPA Executive Board Meeting
Tuesday, November 16, 2004
Rocky Hill Parks and Recreation Office

In Attendance: Carole Cipriano, Jason Cohen, Frank Cooper, Mary Hill, Bill Houle, Don MacInnis, Mary McGuirk Knox, Paul Norris, Alex Palluzzi, John Silsby and Allison Harle,

1. **Welcome:** P. Norris called the meeting to order at 9:38 am
2. **Approval of Minutes:**
A motion to approve the minutes from the October meeting was made by M. Hill.
Seconded by B. Houle, all were in favor.
3. **Correspondence:** Wisconsin Parks and Recreation sent a letter about the Council of State Executive Director's Annual Fund Drive to solicit donations to NRPA from State Organizations for 40th Anniversary. A. Harle will look into what the monies go towards.
4. **Chris Silver: awards Allocation and Use** – Table to next months meeting
5. **Executive Director Report:** A. Harle has been working on the following: Budget Review and preparation; Conference 2004; Website; membership and directory; winter quarterly; CRPA newsletter.
6. **Financials:** P. Shea's has received an extension on our paperwork and final numbers. We have been pre-approved to change our fiscal year. Bookkeeper will be done end of November. Finance Committee met two weeks ago to work on next years budget to start in January 2005.
7. **Standing Committee Reports:**
 - a. Conference 2004 – held a meeting at Mohegan Sun in November 4th to firm up details. Invitations to past presidents reception are out. Roughly 75 vendors. Working on gathering AV equipment. On site on November 21, 2004 for set up.
 - b. CEU Program/Quarterly meetings – Winter quarterly set for December 9th in New Canaan.
 - c. Hotshots – no report
 - d. Hershey – no report
 - e. Aquatics – R. Blick elected chairperson of Aquatic section. Lifeguard Olympics scheduled for July 24, 2005. Next Meeting tentatively scheduled for December 7 in Darien
 - f. CRPA Today – covered in ED report
 - g. Scholarship – no one has applied for this round. Patty Tomascak would like to discuss the direction of this committee with the board.
 - h. Legislative – no report
 - i. Certification Board – no report
 - j. Professional Development – no report
 - k. NERC – no report
 - l. Membership – covered in ED report
8. **Old Business**
 - a. Policy Discounts for Conference – to be discussed at a conference committee meeting in January.
 - b. Finance – covered above
 - c. Open Committees – need liasons

d. Goals – rank the goals 1 – 15 and get to Alison Harle at the CRAP Office

9. New Business:

- a. Requiring CEU's – tabled to later date
- b. Conference – next year's location to be the CTCC in Hartford
- c. Past - President's – Invitations are out all set. This will contain a business meeting.

10. Adjournment

A motion was made by D. MacInnis to adjourn at 10:44 am, J. Silsby seconded. Meeting adjourned.

Next Executive Board Meeting:

Tuesday, December 21, 2004 at 9:30 am.

Respectfully Submitted,

Mary Hill

**Mary Hill
Secretary**

CRPA Executive Board Meeting
Tuesday, December 20, 2004
Rocky Hill Parks and Recreation Office

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

- 1) **Welcome:** P. Norris called the meeting to order at 9:40 am

- 2) **Communications and invited guest:** Chris Silver did not attend tabled to next meeting. L. LaSance communicated a concern regarding CEU's need for certification renewal. She would like to see the Certification Board and CRPA have things up to standard for members who expire in March. Many emails received by P. Norris regarding enjoyment at Conference.

- 3) **Reports of Appointed and Standing Committee Reports:**

Conference 2004 – The final income and expenditures were not finalized at our Dec. 16th meeting. It does appear that we met our projected revenue for delegates. We did fall short by 17 booths in the vendor hall causing a deficit in our projected revenues in that area. The keynote expenses were higher than expected. We are looking to recoup some of these expenses. The conference committee will be reviewing the speaker expense policies at our January meeting to help with some of the issues regarding that we encountered do to speakers.

Hershey – working on rolling back to district meets. State Meet will be June 25 at Willow Brook Park

CRPA Today – publication is in the mail

NERC – Planning for the 2005 NETI is underway. D. Mailloux is looking for professionals to take part in the exchange program with Australia.

- 4) **Executive Director Report:** A. Harle has been working on the following: Budget Review and preparation; Conference 2005; Website; membership and directory; CRPA newsletter; CRPA Social. Regarding the CRPA Newsletter A. Harle brought to the attention of the Board a letter from Brainard Communication, which publishes full color magazines and newsletters for professional organizations. There is not charge to the organization, Brainard Communication gets ad space and we supply the editorial. A. Harle was asked to look into the term of agreement.

Wisconsin Parks and Recreation sent a letter about the Council of State Executive Director's Annual Fund Drive to solicit donations to NRPA from State Organizations for 40th Anniversary. A. Harle investigated this issue, it is fundraiser benefiting many areas of NRPA. D. MacInnis made a motion that CRPA donate \$200.00 to the Annual Fund Drive. J. Silsby seconded. 9 approved, 2 opposed, motion passed.

- 5) **Treasurer's Report:** C. Cipriano presented the 2005 budget. There was open discussion regarding the new layout of the budget. All items are contained in sub categories. J. Silsby made a motion to accept the budget as presented. R. Brennan seconded. All were in favor.

- 6) **Unfinished Business**
 - a) Minutes from the November 16th meeting. C. Cipriano made a motion to accepted the minutes as presented. D. MacInnis seconded.

- 7) **New Business**
 - a) Phone tree – for inclement weather – updated (attached)

8) Resignations and Appointments

9) Executive Session

10) **Adjournment** - A motion was made by M. Hill to adjourn at 11:20 am into executive session, A. Palluzzi seconded.

Next Executive Board Meeting:

Tuesday, January 18, 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)