



CRPA EXECUTIVE BOARD MEETING

January 19, 2010
Rocky Hill, CT



IN ATTENDANCE: Debbie Gatto, Cheryl Hancin, Mary Hill, Anna Park, Paul Norris, Bill Engle, Sharon Glasson, Frank Cooper, Elle Noel, Jason Cohen and Alison Harle, Executive Director

ROLL CALL: Meeting called to order at 9:36 a.m. by Mary Hill.

1) COMMUNICATIONS AND INVITED GUESTS:

2) ACCEPTANCE OF ITEMS ON CONSENT AGENDA:

Jason Cohen made a motion to accept the following items on the consent agenda. Debbie Gatto seconded. All in favor.

- a) **December Meeting Minutes**
- b) **NERC**
- c) **Golf Roundtable**
- d) **Certification**
- e) **Conference**
- f) **Quarterlies**
- g) **Entertainment Showcase**
- h) **Membership**
- i) **Youth Sports**
- j) **Hot Shots**

3) DIRECTORS REPORT

- a) Alison Harle reported that NRPA is offering any state that increases their total number of certified professionals 10% by July 1st will receive a check for 10% of the total revenue. That would equate to an additional 10 from Connecticut.
- b) Alison Harle reported that Mary Ellen took a full time job in Wethersfield and completed working for CRPA in December. Alison has received numerous applications and hopes to have someone on board in the next few weeks.
- c) Alison Harle reported that the quarterly committee is having trouble securing a presenter for the Winter Quarterly, but are working on it.

4) TREASURERS REPORT

a) **Budget 2009**

- Alison projects an overall net loss of approximately \$2,000-\$4,000.

b) **Remaining Funds from BOA Investments**

- Alison has been in contact with John French to set up a meeting.
- Deb Gatto asked for clarification on “Financials at a Glance” section that referred to the reserve funds. The report stated that the operating budget was \$366,320. Thus the goal of reaching 50% of the operating budget in

“Connecticut Recreation and Parks Association: A Network of support for members through professional development, and resources to enhance the quality of recreation and park services in Connecticut”

reserves would equal \$183,160 in reserves. The figure reflected for what is currently in reserves, \$16,246.07, was not correct to have equaled a difference of \$6,913.93 to reach the goal. Alison will submit a revised report to reflect the correct figures.

5) UNFINISHED BUSINESS

a) Regional Representation/Meetings

- Frank Cooper and Mary Hill met to discuss the possibility of having regional meetings. Years ago, CRPA used to have country representation on the Executive Board, but it was done away with in a 2001 bylaw revision b/c they had trouble filling spots. Currently, the Executive Board represents 5 of the 8 counties in Connecticut. Frank Cooper indicated that regional meetings would allow for discussion on challenges, get more people involved in CRPA, would foster regional cooperation and possibly allow for increased revenues. He would like to have further discussion to identify the role and purpose of this type of group. Some additional discussion was held. If anyone has an interest in helping Frank and Mary investigate this concept further, contact either one of them.
- Alison Harle indicated that the Quarterly committee intends to send out a survey asking for input on educational sessions and will also ask people which county they are from.

6) NEW BUSINESS

- No new business

7) STRATEGIC GOALS AND IMPLEMENTATION

a) 2010 Goals from Committees

- Goals from the committees were discussed. Alison Harle will check on moving leftover funds from the scholarship committee from FY2009 so that they may be used in 2010.
- Board Goal to attend 2-3 CRPA events outside of conference was established. The Executive Board should be prepared to present additional ideas for goals at the next meeting in February.

8) BOARD EXPECTATIONS

a) New Member Recruitment

b) New Program Ideas

9) RESIGNATIONS AND APPOINTMENTS

- a)** David Freedman will take over the NERC representative position and attended their meeting in New Hampshire this past month.

10) ADJOURNMENT

- a)** Jason Cohen made a motion to adjourn the meeting at 10:10 a.m. Deb Gatto seconded. All in favor.

NEXT MEETING: February 16th in Rocky Hill in the large conference room in the building adjacent to the CRPA office building. Alison Harle will send directions.

“Connecticut Recreation and Parks Association: A Network of support for members through professional development, and resources to enhance the quality of recreation and park services in Connecticut”



CRPA EXECUTIVE BOARD MEETING

February 24, 2010
Rocky Hill, CT



IN ATTENDANCE: Debbie Gatto, Mary Hill, Anna Park, Bill Engle, Sharon Glasson, Frank Cooper, Elle Noel, John Silsby, Ruth Plummer, and Alison Harle, Executive Director

ROLL CALL: Meeting called to order at 9:32 a.m. by Mary Hill.

1) COMMUNICATIONS AND INVITED GUESTS:

2) ACCEPTANCE OF ITEMS ON CONSENT AGENDA:

Ruth Plummer made a motion to accept the following items on the consent agenda. Bill Engle seconded. All in favor.

- a) **January Meeting Minutes**
- b) **Hot Shots**
- c) **Entertainment Showcase**

3) DIRECTORS REPORT

4) TREASURERS REPORT

a) Budget 2009

- Alison Harle reported on budget with an approximate net loss of \$5,000. The budget is doing well thusfar in 2010.

b) Remaining Funds from BOA Investments

- Alison has been in contact with John French to discuss current investments. Currently, funds are in a Municipal Bond (low risk) and Small Cap Treasury (medium risk). John French indicated that if the board chooses to move funds from the Small Sap Treasury, the best low risk options would be the Municipal Bond (we we already have funds invested in) or the Build America Bonds.
- Bill Engle made a motion that we move the excess funds (funds currently in the Small Cap Treasury) to the Build America Bond. John Silsby seconded. All in favor.

5) UNFINISHED BUSINESS

a) Regional Representation/Meetings

- Bill Houle, Bill Engle and Elle Noel have expressed an interest in assisting Frank with this.

6) NEW BUSINESS

- No new business

7) STRATEGIC GOALS AND IMPLEMENTATION

a) 2010 Goals from Committees

“Connecticut Recreation and Parks Association: A Network of support for members through professional development, and resources to enhance the quality of recreation and park services in Connecticut”

- Discussed Quarterly Survey Results.

8) BOARD EXPECTATIONS

a) New Member Recruitment

- No new members have joined recently.

b) New Program Ideas

- Discussed the idea of a mini triathlon/triathlon. Mary is getting details from an event run in her community.

9) RESIGNATIONS AND APPOINTMENTS

10) ADJOURNMENT

- a)** Debb Gatto made a motion to adjourn the meeting at 10:09 a.m. Ruth Plummer seconded. All in favor.

NEXT MEETING: Scheduled for Tuesday, April 20th. Alison will contact the Board regarding a possible meeting date change.

“Connecticut Recreation and Parks Association: A Network of support for members through professional development, and resources to enhance the quality of recreation and park services in Connecticut”



CRPA EXECUTIVE BOARD MEETING

May 4, 2010
East Hartford, CT



IN ATTENDANCE: Debbie Gatto, Mary Hill, Anna Park, Sharon Glasson, Frank Cooper, Elle Noel, Jason Cohen, Paul Norris, March Blanchard, and Alison Harle, Executive Director

ROLL CALL: Meeting called to order at 9:39 a.m. by Mary Hill.

1) COMMUNICATIONS AND INVITED GUESTS:

2) ACCEPTANCE OF ITEMS ON CONSENT AGENDA:

Paul Norris made a motion to accept the following items on the consent agenda. Marc Blanchard seconded. All in favor.

- a) **February Meeting Minutes**
- b) **Hot Shots**
- c) **Entertainment Showcase**

3) DIRECTORS REPORT

a) NPSI

- Alison Harle reported that NPSI went ok and that, even though enrollment was lower than required, NRPA allowed the class to run anyhow. May run another class later in the year.

4) TREASURERS REPORT

5) UNFINISHED BUSINESS

a) Regional Representation/Meetings

- Frank Cooper has spoken with the Executive Director of SCROG regarding regionalization. Still in the process of developing a concept and Frank will keep the group up to date on his progress.

b) Legislative Committee – Pesticide Legislation

- Jay Cohen reported that, if the amendment does not get added to the legislation, there will be a ban on the use of pesticides on all K-8 school fields. If an amendment does get added, it would be possible that the ban would be rescinded. Discussion was also held on the potential ramifications to municipal and recreational fields if the ban is not rescinded.

6) NEW BUSINESS

a) Eileen Pertrillo v. CT Recreation and Parks Association

- Eileen Pertrillo has filed suit against CRPA and Muir Anderson (Big Daddy's Racing) for a trip and fall that took place at the 2008 CRPA

“Connecticut Recreation and Parks Association: A Network of support for members through professional development, and resources to enhance the quality of recreation and park services in Connecticut”

Conference. CRPA's Insurance carrier has hired an attorney to represent CRPA in the lawsuit.

b) Proposed Scholarship Initiatives from Scholarship Committee

- Certification Proposal: CRPA will provide the first 8 CRPA members to apply for their CPRP with a Study Guide (\$34 value), practice test (\$60 value) and \$100 towards their exam fee. CRPA will also coordinate up to 3 study groups for them to review material. Candidates must be CRPA members, be eligible to take the test AND apply before July 1st 2010. Jay Cohen made a motion to accept the proposal. Paul Norris seconded. All in favor.
- Art for Play Proposal: CRPA will hold a contest is designed for kids in grades K-6 to reflect their passion for play. The winner in each grade category (K-1), (2-3), (4-6) will receive a \$150 credit from CRPA to be used to register for programs with their local Parks and Recreation department. Winning submissions will also be published on the cover of the Connecticut Recreation and Parks Association, State Magazine. Submissions due to CPRA office no later than 3pm September 8th using any form of two-dimensional artistic expression (on paper or via computer screen) – paint, pencil, crayon, ink, computer application, etc. on 8 ½ x 11 size paper. Electronic submissions must be provided in high resolution JPG format. Deb Gatto made a motion to accept the proposal. Sharon Glasson seconded. All in favor.

7) STRATEGIC GOALS AND IMPLEMENTATION

a) 2010 Goals from Committees

- Discussed and reviewed goals.

8) BOARD EXPECTATIONS

a) New Member Recruitment

b) New Program Ideas

9) RESIGNATIONS AND APPOINTMENTS

10) ADJOURNMENT

- a)** Paul Norris made a motion to adjourn the meeting at 10:21 a.m. Marc Blanchard seconded. All in favor.

NEXT MEETING: Scheduled for Wednesday, June 15th, 2010

“Connecticut Recreation and Parks Association: A Network of support for members through professional development, and resources to enhance the quality of recreation and park services in Connecticut”



CRPA EXECUTIVE BOARD MEETING

June 15, 2010
CRPA Office



IN ATTENDANCE: Debbie Gatto, Cheryl Hancin, Mary Hill, Bill Engle, Sharon Glasson, Frank Cooper, Ruth Plummer, Marc Blanchard, Jason Cohen and Alison Harle, Executive Director

ROLL CALL: Meeting called to order at 9:34 a.m. by Mary Hill.

1) COMMUNICATIONS AND INVITED GUESTS:

2) ACCEPTANCE OF ITEMS ON CONSENT AGENDA:

Jason Cohen made a motion to accept the following items on the consent agenda. Marc Blanchard seconded. All in favor.

- a) **April Meeting Minutes**
- b) **Camp College**
- c) **Lifeguard College**
- d) **Quarterlies**

3) DIRECTORS REPORT

- a) Alison Harle reported that CRPA is working with the Division of Family services to set up CPSI training.

4) TREASURERS REPORT

- a) Some discussion was held.

5) UNFINISHED BUSINESS

a) Regional Representation/Meetings

- Frank Cooper is working with Carl Amento of the South Central Regional Council of Governments about hosting a meeting regarding regional representation initiatives for 2011.

b) Eileen Petrillo vs. CRPA

- No further developments.

6) NEW BUSINESS

a) Background Checks

- Alison Harle provided documents from NRPA regarding background checks. Jason Cohen made a motion to have CRPA endorse the NRPA recommended guidelines for credentialing volunteers. Debbie Gatto seconded. All in favor.

“Connecticut Recreation and Parks Association: A Network of support for members through professional development, and resources to enhance the quality of recreation and park services in Connecticut”

- b) **Board 2011**
 - Discussed the need to have the President Elect and Past President each to be a 2 year term. A 6 year commitment may be too much. Discussed the CRPA requirements of Board Members and President.
- 7) **STRATEGIC GOALS AND IMPLEMENTATION**
 - a) **Update on Scholarship Certification**
 - 14 people enrolled, 5 have followed through.
- 8) **BOARD EXPECTATIONS**
 - a) **New Member Recruitment**
 - b) **New Program Ideas**
- 9) **RESIGNATIONS AND APPOINTMENTS**
- 10) **ADJOURNMENT**
 - a) Bill Engle made a motion to adjourn the meeting at 10:10 a.m. Cheryl Hancin seconded All in favor.
- 10) **EXECUTIVE SESSION**
 - a) Bill Engle made a motion to go into executive session at 10:10 a.m. Cheryl Hancin seconded. All in favor. Bill Engle made a motion to adjourn out of executive session at 10:30 a.m. Cheryl Hancin seconded All in favor.

NEXT MEETING: September 21st in Rocky Hill in the large conference room in the building adjacent to the CRPA office building. Alison Harle will send directions.

“Connecticut Recreation and Parks Association: A Network of support for members through professional development, and resources to enhance the quality of recreation and park services in Connecticut”



CRPA EXECUTIVE BOARD MEETING

September 21, 2010

CRPA Office



IN ATTENDANCE: Debbie Gatto, Cheryl Hancin, Mary Hill, Bill Engle, Sharon Glasson, Ruth Plummer, Marc Blanchard, Paul Norris, John Silsby and Alison Harle, Executive Director

ROLL CALL: Meeting called to order at 9:34 a.m. by Mary Hill.

1) COMMUNICATIONS AND INVITED GUESTS:

2) ACCEPTANCE OF ITEMS ON CONSENT AGENDA:

John Silsby made a motion to move the Conference report to action items and to accept the following items on the consent agenda. Ruth Plummer seconded. All in favor.

- a) **June Meeting Minutes**
- b) **NERC**
- c) **Awards**
- d) **Certification**
- e) **Quarterlies**
- f) **Membership**
- g) **Youth Sports**

3) DIRECTORS REPORT

- a) Alison Harle reported that the 5 Executive Board Towns actually reduced memberships
- b) Reviewed the new CEU classification that will go into effect in 2013. However, CRPA will start labeling trainings into categories of General Programming, General Administration and Operations Management.
- c) Briefly discussed the new Mastery level certification. Ali will learn more at the NRPA conference.
- d) Reviewed Membership Classification
 - Problem of commercial members switching to professional members due to lower cost.
 - Discussed possible wording changes. Refer this to the membership committee for review.

4) TREASURERS REPORT

“Connecticut Recreation and Parks Association: A Network of support for members through professional development, and resources to enhance the quality of recreation and park services in Connecticut”

- a) Budget is looking very good. The reserve fund is almost reaching its goals (\$1,765.73 short). Quarterly trainings have bounced back with vendor support helping to reduce the cost.
- b) Alison reminded the board that the budget needs to be approved by November 1, 2010. The Board will have a special session on October 20, 2010 to vote on the budget. This will take place after the fall quarterly at Lake Compounce.

5) UNFINISHED BUSINESS

6) NEW BUSINESS

- a) Alison mentioned the call for nominations for the Executive Board is going very well.
- b) Bill Engle reviewed the status of the conference committee

6) STRATEGIC GOALS AND IMPLEMENTATION

- a) Alison mentioned that goals are almost all met.

8) BOARD EXPECTATIONS

- a) Board expectations were reviewed

9) RESIGNATIONS AND APPOINTMENTS

10) EXECUTIVE SESSION

- a) Alison proposed the restructuring of ED services. In her proposal, CRPA would hire Accrete Group who would in turn assign Alison Harle as the ED of CRPA. Alison would work for Accrete Group on CRPA business as per her current contract and responsibilities. A small committee has been formed to review the proposal.

11) ADJOURNMENT

- b) John Silsby made a motion to adjourn the meeting at 10:48 a.m. Marc Blanchard seconded All in favor.

“Connecticut Recreation and Parks Association: A Network of support for members through professional development, and resources to enhance the quality of recreation and park services in Connecticut”



CRPA EXECUTIVE BOARD MEETING

October 20, 2010

Lake Compounce – Special Meeting



IN ATTENDANCE: Deb Gatto, Mary Hill, Bill Engle, Marc Blanchard, Paul Norris, Anna Park, Elle Noel, Jason Cohen (Speaker Phone) and Alison Harle, Executive Director

ROLL CALL: Meeting called to order at 1:35 p.m. by Mary Hill.

1) BUDGET:

- Budget was e-mailed to Executive Board. Jay Cohen made a motion to accept the 2011 budget. Bill Engle seconded. All in favor.

2) ADJOURNMENT:

- Marc Blanchard made a motion to adjourn the meeting at 1:37 p.m. Deb Gatto seconded All in favor.

“Connecticut Recreation and Parks Association: A Network of support for members through professional development, and resources to enhance the quality of recreation and park services in Connecticut”



CRPA EXECUTIVE BOARD MEETING

November 16, 2010
CRPA Office



IN ATTENDANCE: Debbie Gatto, Mary Hill, Bill Engle, Sharon Glasson, Marc Blanchard, Paul Norris, Jason Cohen, Frank Cooper, Elle Noel and Alison Harle, Executive Director

ROLL CALL: Meeting called to order at 9:32 a.m. by Mary Hill.

1) COMMUNICATIONS AND INVITED GUESTS:

2) ACCEPTANCE OF ITEMS ON CONSENT AGENDA:

Paul Norris made a motion to amend the September minutes to delete the discussion under section 10a Executive Session and then approve the minutes and remainder of items on the Consent Agenda. Jason Cohen seconded. All in favor.

- a) Amended September Meeting Minutes
- b) Awards
- c) Certification
- d) Conference

3) DIRECTORS REPORT

- Some discussion was held.

4) TREASURERS REPORT

- Some discussion was held.

5) UNFINISHED BUSINESS

- a) Board Elections 2010
 - Paul Norris made a motion to approve the Board Elections with changes to correct spelling errors in the following names: Bob Ceccolini, Sharon Glasson, and Kristine Vincent. Bill Engle seconded. All in favor.

6) NEW BUSINESS

7) STRATEGIC GOALS AND IMPLEMENTATION

8) BOARD EXPECTATIONS

9) RESIGNATIONS AND APPOINTMENTS

10) EXECUTIVE SESSION

“Connecticut Recreation and Parks Association: A Network of support for members through professional development, and resources to enhance the quality of recreation and park services in Connecticut”

- Deb Gatto made a motion to go into Executive Session at 10:00 a.m. Sharon Glasson seconded. All in favor.
- Paul Norris made a motion that CRPA not change its hiring process and, at the completion of Alison Harle’s employment, that CRPA solicits independently for a new Executive Director. March Blanchard seconded. 4 in favor, 2 opposed, 4 abstentions. Motion passes.
- Paul Norris made a motion to adjourn out of Executive Session at 10:54 a.m. Bill Engle seconded. All in favor.

11) ADJOURNMENT

- Paul Norris made a motion to adjourn the meeting at 10:54 a.m. Bill Engle seconded. All in favor.

NEXT MEETING: December 21st at the CRPA Office in Rocky Hill

“Connecticut Recreation and Parks Association: A Network of support for members through professional development, and resources to enhance the quality of recreation and park services in Connecticut”



CRPA ANNUAL BUSINESS MEETING

November 23, 2010

Mohegan Sun Conference Center, Uncasville, CT



IN ATTENDANCE: Executive Board (John Silsby, Debbie Gatto, Cheryl Hancin, Mary Hill, Anna Park, Marc Blanchard, Jason Cohen, Ruth Plummer, Paul Norris, Bill Engle, Sharon Glasson, Frank Cooper, Elle Noel), General Membership, and Alison Harle, Executive Director

ROLL CALL: Meeting called to order at 1:12 p.m. by Mary Hill.

1) APPROVAL OF MINUTES OF 2009 ANNUAL MEETING:

John Silsby made a motion to accept the 2009 Annual Meeting Minutes. Roger Moss seconded. All in favor.

2) ACKNOWLEDGEMENT OF COMMITTEE CHAIRS:

- 2010 CRPA Conference Committee Chairs were acknowledged.

3) TREASURER'S REPORT

- No report submitted.

4) INSTALLATION OF NEW OFFICERS

- Harold Barenz, installed newly elected officers.

5) EXECUTIVE DIRECTOR'S REPORT

-

6) STANDING COMMITTEE REPORTS

-

7) OLD BUSINESS

- No old business.

8) NEW BUSINESS

- No new business.

9) CORRESPONDENCE

- No correspondence.

ADJOURNMENT: Ruth Plummer made a motion to adjourn the Annual Meeting at 1:18 p.m. Deb Gatto seconded. All in favor.

“Connecticut Recreation and Parks Association: A Network of support for members through professional development, and resources to enhance the quality of recreation and park services in Connecticut”



CRPA EXECUTIVE BOARD MEETING

December 21, 2010
CRPA Office



IN ATTENDANCE: Debbie Gatto, Mary Hill, Bill Engle, Sharon Glasson, Marc Blanchard, Paul Norris, Jason Cohen, Frank Cooper, John Silsby, Ruth Plummer, and Alison Harle, Executive Director

ROLL CALL: Meeting called to order at 9:37 a.m. by Mary Hill.

1) COMMUNICATIONS AND INVITED GUESTS:

- a) Bob Ceccolini, Alex Palluzzi, and Kristine Vincent (all in-coming board members) were in attendance.

2) ACCEPTANCE OF ITEMS ON CONSENT AGENDA:

Paul Norris made a motion to approve the November minutes and remainder of items on the Consent Agenda. Jason Cohen seconded. All in favor.

- a) **November Meeting Minutes**
- b) **Conference**
- c) **Hot Shots**
- d) **Memberships**
- e) **Scholarship**

3) DIRECTORS REPORT

- Some discussion was held regarding award winners.

4) TREASURERS REPORT

- Report was distributed and some discussion was held.

5) UNFINISHED BUSINESS

- a) Conference
 - Some discussion was held
- b) Legislative
 - Jason Cohen indicated that the Legislative committee had met and that the pesticide topic continues to be on the front burner. The industry may be looking to push to High Schools and municipalities and the committee would be reaching out to colleague and putting out a survey.'
 - Background checks are also an issue to keep an eye out for. The committee is currently examining survey data and plans to put together a workshop and have some dialog about the issue.
 - Contractors versus employees was also discussed as an upcoming item that will become more of an issue.

“Connecticut Recreation and Parks Association: A Network of support for members through professional development, and resources to enhance the quality of recreation and park services in Connecticut”

- Land and water conservation fund was discussed as missing key wording to give a percentage to the State. In the past, that number has been 40%. The committee plans to draft a letter on behalf of CRPA.
- The committee is also in the process of updating its brochure which will go out to legislators.

6) NEW BUSINESS

- a) Roberts Rules of Order
 - Books were distributed to all committee members.
- b) 2011 Board Meeting Schedule
 - Meeting schedule was distributed and discussed.

7) STRATEGIC GOALS AND IMPLEMENTATION

- a) 2011 Strategic Plan Development
 - Paul Norris will develop a committee to develop a strategic plan. Mary will send the previous strategic plan via e-mail.

8) BOARD EXPECTATIONS

- a) New Member Recruitment (2)
- b) New Program Ideas (5)

9) RESIGNATIONS AND APPOINTMENTS

10) EXECUTIVE SESSION

- Anna Park made a motion to go into Executive Session at 10:18 a.m. Ruth Plummer seconded. All in favor.
- Ruth Plummer made a motion that CRPA look into funding an extension of Alison Harle’s Work Visa to incorporate the time she spent out of the country. John Silsby seconded. 11 in favor, 1 opposed. Motion passes.
- Paul Norris made a motion to adjourn out of Executive Session at 10:55 a.m. Jason Cohen seconded. All in favor.

11) ADJOURNMENT

- Paul Norris made a motion to adjourn the meeting at 10:56 a.m. Jason Cohen seconded. All in favor.

NEXT MEETING: January 18th at the CRPA Office in Rocky Hill

“Connecticut Recreation and Parks Association: A Network of support for members through professional development, and resources to enhance the quality of recreation and park services in Connecticut”