

What's Happening!

Executive Director's Report January 2005 Summary of Activities & Events By: Alison Harle, CTRS

Budget Implementation

The budget process for 2005 is under way! We have been closing out FY 2004 with payment of outstanding bills and finalizing year-end cheques. We have upgraded to QuickBooks 2003 in the office to correspond with the version our book keeper uses . Andrew Defelice came in January 14th to upgrade the computer program and to work on the budget set up with the list of accounts.

Conference 2005

The wheels are turning and we have started the planning process for our next Conference. We will be amending some issues from last year and will be promoting the benefits of the new convention center venue to attract more vendors. We will be looking for ways to better market the vendor hall and sponsorship so as to maximize its profile and value.

Website

The website has been transfer to Jason Cohen' server "Community Camp's". Electrismarts will be coming in on January ____ to train me in updating the website, so that I can begin to amend pages, information and keep the site current. Below is a listing of our Web stats. We are also switching the list serve to members@crpa.com and will be monitoring it from the office.

Summary					
Reported period	Month Jan 2005				
First visit	01 Jan 2005 - 03:51				
Last visit	13 Jan 2005 - 10:24				
	Unique visitors	Number of visits	Pages	Hits	Bandwidth
Traffic viewed *	896	1346 (1.5 visits/visitor)	3140 (2.33 pages/visit)	49269 (36.6 hits/visit)	123.18 MB (93.71 KB/visit)

Membership

The new membership year is upon us. We have developed new membership certificates and are continuing to follow through with the current membership pricing. Now that our fiscal year has changed, it is important that any membership pricing issues should be dealt at the beginning of the year, so that all renewals throughout the year are appropriate and consistent.

CPRA Newsletter

Brainerd Communications is reviewing our magazine and will be letting us know of a pricing agreement for advertisers. They want to help those who advertise to support the association, so that they can at similar advertising prices. (this doesn't make sense) A 1-year agreement is standard for their company. I have asked if Brainerd Communications would honor our pricing agreement before the Fall 05 issue. They will get back to me on that, otherwise our current advertisement agreements with any company ends after the Summer 05 issue.

Staffing

The office will need coverage February 16th -18th. Jeanne will be away on holidays in Aruba and I will be in Washington for the National Forum. This is just prior to the AFO course. Having one or two people going in to ensure that that information is taken care of would be appreciated. Jeanne and I can provide a list of what needs to be taken care of.

Meetings Attended

Therapeutic Recreation (TR). The TR Roundtable was well attended. 15 people registered but only 8 showed up. The discussions centered around; whether there was a need for a network of support for Therapeutic Recreation specialists, what sort of support is needed, and how do we go about gaining membership to this section.

The overall consensus was that it is important to have a network of TR specialists. Meeting their needs will be varying, as TR is diverse in its settings, and each setting has distinct needs. They agreed that through a TR web page with shared information, as well as a TR listserv and increased level of programming options we would be able to increase the TR membership. There are some lists that we will be purchasing for the state of CT, and we will be sending out a survey to try and attract more professionals.

Program Exchange Network (PEN) Program. This program was postponed for CEU credit applications, after an indication that CEU classes are more attractive than non-CEU classes. We are aiming for a March date with 0.2 CEU's. We have one out of two sponsors currently committed for the program.

Fundraising

Frank Cooper and I went to a meeting with Bill DeMaio and some other New Britain staff, to discuss the proposed "raffle" fundraiser idea proposed in the Past Presidents reception. Attached is a raffle proposal. This project needs to be championed, supported and driven from the Board of Directors.

CEU/Continuing Education Letter

Bill DeMaio submitted a letter that he received from the Professional Golf Association after his golf course manager attended an educational session. This letter emphasized to the manager/boss/supervisor the dedication of the professional to continuing education and the benefits to the community/department for allowing their individuals to attend. I really liked this idea, and thought that we may want to craft a letter of our own. In this regard I have made a composed a draft template version as an example (see attached).

Timeline Help

The good thing about a new year is that is a natural time for a fresh start. Although I have really just begun I think that having the opportunity to look at the year and know what I may anticipate would be beneficial. I am looking for assistance in helping me set up a timeline of events. It will give me a better handle on when events and activities occur, the necessary leave time for organization and planning, when certain mailings occur, when ticket sales begin, etc... If everyone (anyone!) could sit down and come up with an accurate timeline, and comprehensive activity/program/information list by month I would greatly appreciate it.

Work Visa

Thankfully I finally I received my visa in the mail recently. The wording on the card is a little disheartening though, it says "not valid for re-entry to the U.S". So it doesn't do what I thought it was going to do. Good news is that my little sister Emily just got engaged on January 05 and is getting married August 13th. So I contacted my attorney to ensure that I would be home for the wedding, and she is looking into special allowances for travel this summer. I appreciate you taking the time to look at my visa proposal.

Thank you!

What's Happening!

Executive Director's Report February 2005 Summary of Activities & Events By: Alison Harle, CTRS

Budget Implementation

We have entered the new chart of accounts, and budget information. We will close out the 2004 FY by the end of the month.

Website

Constant updates and changes on the WebPages are now being made by me, after my training by electrismarts. I am going to see if they can train me on web advertising, we had never utilized it before, and should. I encourage everyone to look at the site, and make any suggestions of updates.

CPRA Newsletter

Brainerd Communications is reviewing our magazine as they want to make \$3,000 in advertising income from the magazine. They are contacting some vendors to see if they would still support CRPA with a small ad pricing increase. Brainerd Communications would honor our pricing agreement before the Fall 05 issue, for those who have already paid.

Currently with our present function of the magazine:

Revenue:

Ad Income: \$1,000

Expenses:

Printing: \$525.00

Postage: \$100.00

Net Total:\$375

In the past

December 2004 Net Total: \$82.00

Budgeted:

Postage: \$270 *Quarterly:* \$ 67.5

Printing: \$2,500 *Quarterly:* \$ 625.00

Budgeted Profit: \$4,000 *Quarterly:* \$370.5

Staffing

The office will be closed for the 16th-18th. I will be checking and returning phone messages, and e-mail if I can. We have stopped the mail, as our sorting and applying process does require individuals to be able to know our system.

Membership

Therapeutic Recreation (TR).

A draft of a survey to go out to Therapeutic recreation specialists in out for review to a committee. We will be purchasing mailing labels and submitting these surveys. The survey focuses on; whether there was a need for a network of support for Therapeutic Recreation specialists, what sort of support is needed, and what sort of topics are of interest to TR specialists.

Meetings Attended

Traveling across the state. I have been able to go to Glastonbury, Hamden, Hartford and East Hartford. I have had meetings with Fundraising Committee, Entertainment Showcase Committee, Certification and Conference:

Fundraising

Frank Cooper and I met to discuss fundraising opportunities and plans for CRPA. We feel that there needs to be two forms of fundraising; Long Term Programs, and Short Term Projects.

The CRPA raffle is considered a Project . Attached is a committee report regarding questions that the executive board submitted at the last meeting. Fundraising programs that the committee is looking into are;

- Planned Giving
- Working with the GHO
- Parks and Recreation License Plates
- Municipal Golf Pass Book

Entertainment Showcase:

Entertainment showcase was fun and energizing. To actually experience these events that CRPA runs is infinitely beneficial to the office, as we can understand the many aspects of the program and how they come together. This was given many praises and positive feedback from the membership, that think that this is an invaluable program.

Certification:

We have been getting a good hold on the certification renewal process. We have sent out letters, and we are dedicated to communication and information dissemination to our members. We have been receiving positive feedback from those who are recertifying, as to CEU collection. This process will aid us in the future to understand how to tweak the process of certification renewal. Attached is a report on certified members, it illustrates how CT compares to some other states as well.

Conference:

We are working on publications for our vendors and delegates with the Connecticut visitors bureau in hopes of better promoting our conference.

AFO Course

The AFO course had submitted a proposal to have the Aquatics Training done every year through CRPA. I propose that we do not do continue to do this, as I do not think that it is in CRPA's best interest.

AFO Requires 20 people to be in attendance, and the cost of the program to CRPA is \$ 175 per individual. We then charge \$75 on top of that fee. We do not pay for location, but we do pay for their lunches at a cost of about \$20 per person, and this comes out of our profit of \$55. Recertification individuals come on the last day and sit for \$90 (\$75 to NRPA and \$11 to us)

Budget:

\$7,200.00 Revenue (29 People)

\$5,800.00 in Materials and Supplies (course books ordered)*

\$1,400.00 in Net Revenue (the equivalent to 26 of full attendee's)

* (33 Books) or (\$5, 075 in books for 29 people and lunches)

This year we have 7 registered

Last year there were 31

I believe that we need to estimate more conservatively for future years. Although this is a three year certification, we can not get the numbers required to offer it yearly. Members may complain that offering this course every other year means that they need to recertify a year earlier than their certification requires, but I feel that it is not financially responsible to offer it as such.

NPSI Course

The Playground course again is another NRPA co-sponsored activity. To my understanding this certification lasts 3 years, and is offered every year through CRPA. Last year registration was at 36. A minimum of 40 people are required to run this course.

The program is \$340 full registration

\$120 of that goes to CRPA

\$220 goes to NRPA

Renewals is \$100

\$20 to CRPA

\$80 to NRPA

We get 2 course registrations of \$340 profit if we do not pay for the room, and if we provide transportation to the local playground under review.

I propose that we put money in for postage and printing.

Budgeted:

To bring in \$770 in revenue.

CEU/Continuing Education Letter

The proposed CEU letter in last month's ED report, attached again, was submitted to the professional development board. They felt that this letter would support our membership as well as promoting, departments locally and the profession overall. They will be working on developing a way to determine who this letter would go out to (i.e. mayors/town managers, town council etc...) and when the letters would be sent (i.e. after every CEU event, only after conference, after granting of renewal of certification).

We will have forms and explanations of CEU's and how to obtain them, listing on the website. There will also be an article in this month's edition of CRPA Today. This is to promote the benefits of CEU's and the aid in the understanding and ease of obtaining CEU's.

Timeline Help

I have been given a few pointers in the way of a time line, and I am very thankful. Jeanne and I are constantly adding to this list, and modifying it. If you think of anything at any point I would greatly appreciate it.

Work Visa

I would like to thank the board for granting me approval for support of my visa. My lawyer says:

My application is going to be ready for submitting in March 1st 2005. We should know in 15 business days from then on the rendering of a decision. These visa's are a special block of visa's only good for those individuals that have a master's degree that is in direct relation to the position that they have. My lawyers feel that I am well qualified for this visa. Once I receive approval this visa begins immediately and I do not have to wait till October, as was thought before. In the way of more good news, this visa does not require any form of ID card (so going home for my sister's wedding seems like more and more of a possibility!

Hockey Night

Already have 21 people signed up, and expecting more. Hope to see you there!

What's Happening!

Executive Director's Report March 2005 Summary of Activities & Events By: Alison Harle, CTRS

Budget Implementation

As you can see this month P&L looks a little different, the Budget has been set up in QuickBooks and we will be using it to see where we are at and where we are going.

Website

I have been trained on creating web banner ads, and I am working on soliciting companies to start using it. The site its self if constantly being updated, and I am struggling to put forms on the web at an ever increasing demand rate. I would like to look into purchasing Adobe Professional that allows us to create PDF's and forms to fill in, although it is pricey (\$500 for the product, or license to use the web version for \$100 a year).

CPRA Newsletter

Pretty in Pink! This Quarters newsletter I hope you have been able to go through. This edition more than others had a lot of useful information, and a lot more that didn't even make it in. I am happy to see the quality of content increase as members are writing articles and more information is being disseminated through this key tool to our members.

Brainerd Communications is still reviewing our case for ads. If Brainerd Communications does not accept us for publication I would like to have a few members of the board review the publication and options for the publication (i.e. different programs to format it, increasing ad fees and going to a glossy format on our own).

Currently with our present function of the magazine:

Revenue:

Ad Income: \$1,000

Expenses:

Printing: \$525.00

Postage: \$100.00

Net Total:\$375

In the past

December 2004 Net Total: \$82.00

Budgeted:

Postage: \$270	Quarterly: \$ 67.5	Difference: over (32.5/quarter)
Printing: \$2,500	Quarterly: \$ 625.00	Difference: under (100/quarter)
Budgeted Profit: \$4,000	Quarterly: \$370.5	Difference:
		Spring 2005 (\$375)
		Winter 2004 (\$76.25)

I think that summer and spring ads are larger than the fall and winter ones, but we need to look at this when evaluating our publication.

Membership

Therapeutic Recreation (TR).

I will be obtaining membership labels for this committee to do a mailing to by late March early April.

Meetings Attended

Non Profit Support Program Tuesday March 8, 2005

“Getting Ready for Executive Director Transitions”

(don’t worry I am not going anywhere....)

This session dealt with Leadership transition as a critical moment in an organization’s history, holding much opportunity for transformative change and conversely for serious organizational stumbles. This session explored the phases of a transition; roles of the board, staff and consultants in managing the process; when an interim directorship may be called for; and how executive transition work differs from traditional searches. This workshop also highlighted the importance of developing a succession plan to enhance your agency’s ability to respond when the executive director departs. I will be working with Mary Hill to put some of this into the procedures handbook for emergency preparedness.

Washington

This was an interesting experience for a Canadian. I appreciated the format that NRPA gave to brief us on the legislative issue, although they assume that you are familiar with the legislation to date, and all the government committees I was able to piece together information to make sense to me. I enjoyed the opportunities to discuss the importance of recreation with legislative aids. I have the passion for the field, and when given the outline of the issues and guidance from fellow professionals I think that we made Connecticut representatives more aware of the role recreation has in Connecticut and the role that our state association plays in that. We offered our services to provide information on what is going on in Connecticut.

Updates to the members on what happened and what affects them was in the Magazine as well as on the web page. Action has since occurred regarding the LWC Act since we went.... Obviously they were listening to us!.... Please refer to the section on CRPA’s legislative day for further Legislative Information

CPA Partnership

Attached is a proposal that was created out of a discussion with CPA on working with CRPA at the conference. CPA has not yet seen this proposal, but was generated by Mary Hill, Paul Norris and myself as a proposal on how these additional programs could be run. We would like the board to look at it and approve the program to be presented to CPA. There are a variety of choices, and variations on these can be made.

Fundraising

The raffle program was highlighted in the CRPA today. I have made contact with Peter Shea to look into programs of continued giving.

CRPA Logo use

We are looking into using the NRPA logo on our letter head and our website. Through this process Paul and I thought that we could use the same approach for use of our CRPA logo with supporting towns/municipalities in CT. This will increase CRPA's visibility to the outside community. There are 144 communities/towns/municipalities in CT 109 have at least one employee that is a member of CRPA. This statistical information will allow us to know who to target. Please review the attached introductory letter and contract.

Entertainment Showcase:

Final Numbers are in, similar to last figures, but with the totals verified and reconciled with QuickBooks. We made a profit of \$8,668,41 (\$1,203.41 over what was budgeted)

Certification:

Certification is being promoted amongst our members and a publication should be available shortly. We have a meeting here on the 29th to discuss new cases and hopefully a marketing campaign to our members about certification.

We will be filing with NRPA dues for the past four years at the beginning of April. This will pay us up. This money comes from a separate line item in the Budget, for Certification. We have send out renewals to all candidates files that were recently looked over by the certification board, and also deemed to be 2005 renewals, all of those letters went out by March 11th.

A letter has been composed to those who we do not have record stating that they renewed in 2004 and once that letter is approved by the board they will be informed of their continuance of status for one year.

Conference:

We are working on publications for our vendors and delegates with the Connecticut visitors bureau in hopes of better promoting our conference.

AFO Course

We were able to run the AFO course, as NRPA could not cancel their instructor in time. We ran the course with 13 people. \$3,355.00 was brought in \$45.84 was spent on postage and NRPA gained \$2,354.00 and the lunch cost was \$240.00 The profit to CRPA was \$615.16. We are happy that NRPA let us run the course, but it is something again that we should look into, to see if we want to run it every year.

NPSI Course

Flyers are up on the website with pricing information on NPSI. Flyers went out to each town as well, and we need 40 people to run the program.

CT Legislation Day

A registration form is being made as well as handouts and informational packets on legislative issues facing CT and Nationally. Currently the issues are:

- Transportation TEA 21
- Health and Wellness
- LWC Act * *as well as current updates that have been made lately.*
- An ACT concerning the assault of a sports official.
- Also the State of Connecticut is working diligently to change the definition of amusement from rides that have more than 5 people on them at a time to rides that have more than 1 person on them and this will include all inflatables. This means you will need to work closely with your vendor to make sure that they are licensed and properly insured in Connecticut.
- An Act concerning the prohibition of lawn care pesticides at schools and day care facilities. Proposed House Bill #5341 is attached. This bill seeks to ban the use of all lawn care pesticides at all schools (public and private K - 12). This will result in the deterioration of athletic fields over time from encroachment of weeds and grub and insect damage.

We are strongly working to hear about these legislative issues before they arise, and as they get placed on the discussion boards on bills and others to follow.

Spring Quarterly

The quarterly will be happening soon. We have 10 people registered so far. I have discussed with Dennis DePinto about having them in the middle of the quarter that it appears, as it is difficult to promote in 24 days.

I would like to eventually see the quarterlies prepped almost a year in advance, so that we can advertise and people will know way in advance that there will be one in March on <blank>.

One offer we are looking into for the summer is with the Risk Management Association CT chapter. Doing a Risk Management liability seminar focusing specifically on recreation departments. I would also maybe like to offer it in

conjunction with a social opportunity, so some members may come just for the dinner and not the education session. This is still being worked out.

Dennis is feeling a little stress in running the Quarterlies, as he is short staffed and other demands are increasing on him.

CEU/Professional Development Board

CEU info is up on the web site.

Consignment Tickets

We will be tracking in the office how much time is spent on Consignment tickets to see its profitability to CRPA. Forms were placed in the magazine and on the web.

Work Visa

My application has been filed and within the next few weeks we will hear about the process and if it was granted to me. (keep your fingers crossed)

Hockey Night

27 people came to the hockey night. I would like to see with the summer quarterly the CEU sessions and then an optional dinner social attached. The CEU's would be placed later in the day to allow them to run right to the social, while the dinner was at an hour that individuals could just come and eat and socialize with other members.

What's Happening!

Executive Director's Report April/ May 2005 Summary of Activities & Events By: Alison Harle, CTRS

CRPA New e-Newsletter

We have a new CRPA e-Newsletter, developed from a program that was given to CRPA. Though there are still a few issues with it, I am diligently trying to see if we can make it work regularly. Many people have commented that it was informative... and catchy!

Website

The site its self if constantly being updated (at least 8 hrs. a week). I am having individuals refer to is when ever possible. The links from the E-newsletter will link directly to the site, to increase usage.

CPRA Newsletter

Brainerd Communications has solicited some ads, and feels that we would make a good fit for their publication. We will be working out the final plans and agreements in the near future. The first "professional" printing of the publication will be sent to all officials, friends, and prospective vendors. We are hopefully going to WOW everyone with the new look. I am still putting some info together, and getting a few more articles. This issue may be out a little later than normal, as this will be our first time doing this sort of publication, but in the future, I will aim to have it out promptly to our members.

This magazine will be free to us for print and to mail out. The draw back is we are not making any revenue from advertisements. However the professional high quality look and feel of the publication should help to convey that of an organization that is progressive and has their "act together".

Meetings Attended

Reframing the work of nonprofits boards

Created from a three-year study in governance practices, developed in partnership with Harvard University's Hauser Center, this workshop presented alternative methods of governance and a better framework for nonprofit leadership. This session introduces a fresh way to think about governance with practical guidance to turn these ideas into concrete actions. It dealt with:

- How can our board move past inertia?
- What do board members really want?
- Are you providing board members with the right charge?

How to fund an Appeal

This session centered on Fundraising through appeals, the pros and cons of letters, how to work with your donor base, levels of donations and the importance of giving.

HR Management for the Non Profits

This Session illustrated the key elements of an effective human resources function, and how effective human resources management can be a key contributor to organizational effectiveness. This session covered the seven basic functions of human resources management including topics such as employee recruitment and selection, compensation and benefits, and employee/labor relations.

CRPA Legislative Day

The Legislative Day was a time when legislators, were given a strong message from a member of CCM. A smaller group of individuals showed up, and were then encouraged to meet with their local representation in the building.

One idea that occurred to me while I was at the Legislative Building was that other organizations book the hallway and bring in poster presentations. While we were there the “Family Resource Centers” from across the state were there highlighting their children’s Mommy and Me classes. We could highlight each department in the state of CT, asking each of them to create a poster presentation, highlighting their program and maybe even sending one representative. This would allow the legislators a visual opportunity to see what it is that each of these departments are doing, and even highlight where some of the state money went or needs to go.

The program introduced a fee to attend the event. \$15 included food, and a legislative packet. CRPA received \$290 in fee’s and Expense for offering the program was \$307.47 so we Lost \$17.47

CPA Partnership

Attached is a proposal that was supported by CPA, created out of a discussion with CPA on working with CRPA at the conference. CPA has seen this proposal. CPA would like to work closely with CRPA and to determine what we feel is beneficial, useful and productive.

Fundraising

In the next issue of CRPA today, Frank Cooper will be writing an article on donations and about supporting CRPA through charitable giving.

CRPA Logo use

We have submitted forms to use the NRPA logo on our letterhead again, and are looking into using it on our website as well. We have forms for towns to use the

CRPA logo. We will be sending this form out with renewal information to towns at their renewal dates.

Certification:

Certification has approved more people to test. We currently have:

- CPRP 77
- PPRP 14
- APRP 3
- Pending 2

The Certification book is being changed, as some new wording and structure information has come down from NRPA and they would like to have the book as current and updated as possible. I am hoping that the revised edition of the book will be done by Conference.

Conference:

Printings of initial postcards have been completed and have subsequently been sent out. I already have had a call from a vendor requesting a packet. I have not received any booth reservations yet, but expect them soon.

AFO Course

We were able to run the AFO course, as NRPA could not cancel their instructor in time. We ran the course with 13 people (30 is required). We are happy that NRPA let us run the course, but it is something again that we should look into, to see if we want to run it every year. I suggest running it maybe every other and have it opposite of the NPSI Course.

Income

\$3,120 Came from Registration
\$135.00 Mailing Charge

Expense

\$45.84 Postage
\$2,354 NRPA Expense
\$30.38 Return Books Postage
\$240 Lunch

Total: \$584.78 Budgeted (\$1,400) Under by: (-\$815.22)

NPSI Course

Flyers are up on the website with pricing information on NPSI. Flyers went out to each town as well, Information went out on the E-Newsletter, and Members@crpa listserve blast. 40 participants are required to run the course, but because NRPA booked this course on the same weekend as VRPA (Vermont). We worked with NRPA to let us run it with 30 people. This has been a very knowledgeable process as many of the NRPA forms were unclear, and

confusing (All NRPA programs are not run the same). With the grace of many of our members we were able to smooth out all the registration issues. Also many people wait till last minute. When we originally asked NRPA to let us run the course with 30 we only had 25 registered, and we figured we would still be making money if we purchased the spaces in the course. Since that agreement we have gotten 30 registrants.

Last year when this program was run they had 37 registrants and paid for the extra three to meet the course. The benefit to getting over 40 for the course, is that any sign up after 40 is pure profit for the organization. This year in New England alone VT got 40+ and CT got 30, meaning had we been the one to solely offer the course we could have received more profit.

As it is we *should* collect around \$13,640 in registration, NRPA will be paid \$9,300 and CRPA's profit should be around \$ 4,370 (less more postage etc...)

I would like to recommend that CRPA does not offer either AFO or NPSI every year. We could either offer every other year, or develop a schedule for every three years (as that is the length of each certification). The Alternations would look like;

2005 AFO/NPSI	2005 AFO/NPSI
2006	2006 AFO
2007 AFO	2007 NPSI
2008 NPSI	2008 AFO
2009	2009 NPSI
2010 AFO	2010 AFO
2011 NPSI	2011 NPSI
2012	2012 AFO

* VT will be offering the NPSI in 2008 and MA in 2007 I think, we would have to work on scheduling it before theirs.

Spring Quarterly

Our session on Customer Service was a success, something that is utilized across the field, turned out to be one of our larger programs (66) in attendance. Fee's Collected (\$1,410) – Expenses; Speaker Gifts, Lunch and Postage (\$948.7) = \$461.30 (Budgeted per Quarter \$375)

Summer Quarterly

June 9th 2005 A session on Background Checks, and Capital Improvements. I would like to see the Quarterly dates and potentially topics set out one year in advance, so there is always ample time to promote these sessions, and to avoid scheduling conflicts. I would also like to see more than one topic per quarterly. I feel that we should market to more than one person at a time. If we can have two people from each office leave at each quarterly, as each session is relevant

to one or another, it is more profitable than just focusing on one individual. It also increases the networking opportunities for individuals over lunch etc...

Attendance:

- Spring 2004: 48 (?)
- Summer 2004: 72 (one session)
- Fall 2004: 54 (one session)
- Winter 2004: 58 (two sessions)
- Spring 2005: 66 (two topics)

CEU/Professional Development Board

The Professional Development Board (PDB) has investigated moving to grant 0.1 CEU's per 60 min of contact hours teaching. CRPA follows NRPA guidelines, and NRPA follows IACET guidelines. 0.1 CEU's is granted for every 60 min contact hours with IACET guidelines. NRPA has changed it to 1hr and 15min to allow for late entries to the session (not that anyone would ever be late to anything!) and to allow for speaker introductions.

Other states like New York have done away with the 1hr 15min for their conference sessions, as they allow travel time between classes. The conference committee in an effort to increase CEU credits at the conference to come to 1.0 asked the PDB for permission to move in this direction. The PDB has agreed to allow if for this year's Conference to be a test pilot of the arrangement. The conference committee will work hard to ensure promptness to the session and tracking of time.

Consignment Tickets

We are currently processing requests for Consignment tickets (Each packet takes about 15-20 min to process. At this time we have had 11 requests for Lake Compounce tickets (Total of : 1,470) and 16 requests for Six Flags tickets (Total: 1,935)

Amazon.com

Anyone read a good book lately? I make it a personal rule to try and never be without a book in the summer. Professionally, I love books, programming, structure, ideas on topics like legislation and fundraising.... Books are a wealth of information and knowledge and make an office look nice...ha ha ha. I would like to do a CRPA book club, not one that reads the same books, but one that orders from the same places, so that CRPA can make money.

Amazon.com has what they call the "Associates" program. Where if we put a link to Amazon, on our Resource page (and maybe soon a book page) , we can earn a percentage of books purchased when they go through the link on our site. Individuals that log on directly to www.amazon.com would NOT count, but those who use our link and buy a book at Amazon.com would allow CRPA to receive money each quarter.

Under this structure, your referral rate will range from 5% to 8.5% and be based on your total number of shipped items from both Amazon and third-party sellers. The same rate will apply equally to all Amazon and third-party items shipped during the quarter. 1-20 Books 5% 21-30 5.5%. Something to think about!

Work Visa

I have been very lucky. Just when I was starting to give up on ever getting a Visa before October 1 2005, the U.S government has released 20,000 Visa's that will begin immediately, and should allow me to go to my sisters wedding! I still have to be chosen as one of those files, but it has been submitted now, and I just have to wait for the news. I will keep you updated as to what occurs, and what my dress will look like for the wedding...

Membership

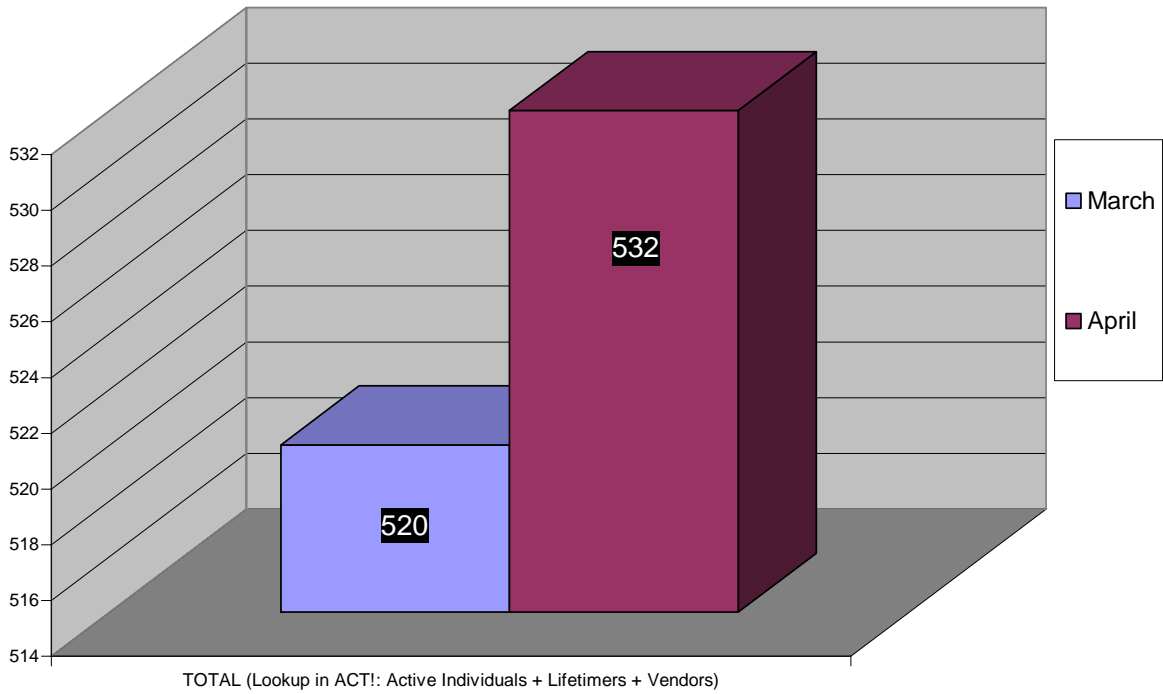
Therapeutic Recreation (TR).

154 mailing labels were obtained for Certified Therapeutic Recreation Specialists in CT out of the 209 that are registered in CT. A survey was sent out to them, the results of which we will report in full later in May. The TR Section committee will be reviewing the website, for its appropriateness and usage for TR's. They will also make recommendations on the findings, to the board in regards to goals, programming etc.

General

In a dedication and new Goal for me, I want to more accurately track membership from month to month, so that we can see if our membership is growing and in what areas.

Total Membership By Month



Active Members:

	March	April
TOTAL	520	532
Active Members Individual	306	311
Active Members Agency	67	67
Total Agencies (***) not included in any totals)	9	9
Active Members Student	73	73
Active Members Lifetime	16	16
Active Members Vendor	58	65

What's Happening!

Executive Director's Report June 2005 Summary of Activities & Events By: Alison Harle, CTRS

Website

The website is looking great with lots of information being displayed, with updates and new material added and changing all the time. It has been a tremendous help that Anna Park has started to create PDF files for us. This is not only saving the association money, but allows us to really keep on top of all the information that comes our way.

CPRA Newsletter

The CRPA Newsletter will be out a little later than normal, on account of the new publication format and that one critical article was submitted late. I have already started to get articles for the next edition. I know that you will all be impressed when you see it! I will try to show a preview draft at our next meeting.

Extreme Marketing Makeover

On June 23rd we are offering an Extreme Marketing Makeover, where Jodi our keynote speaker is coming in free of charge to discuss the advertising of towns that participate in this event. The session is a bonus to the regular CEU's that are offered quarterly. New Britain is ordering lunch, and a small additional fee goes to CRPA as profit. This has been promoted at the Quarterly, in the E-Newsletter, and via E-mail. We currently have about 20 people signed up.

Meetings Attended

Step up to Health

May 25th, Rocky Hill

This Summit was informative. Not only did I gain new contacts for the association, but I also got some good ideas for partnerships, articles, and ways that CRPA can adopt these ideas. NRPA/VERB provided towns with posters to be printed promoting the healthy lifestyle, as well as PSA's in print and video. I would like to further pursue utilizing these techniques, to bring greater recognition of parks and recreation to CT attention. I believe that the Marketing Committee will be interested in furthering this pursuit.

CT Business Expo

June 2nd 2005

I went to visit the new Connecticut Convention Center where the new Conference will be held. It looks wonderful, spacious, fresh and full of potential. It was good

seeing it with people inside, giving me an idea of how the break out rooms will look, how the registration area may be set up, and a better idea of the space we are playing with.

Meeting with CPA Peter Shea

June 7th East Hartford

Carol, Paul and myself went to meet with Peter Shea. We asked his advice on where CRPA stands. He says that currently the past couple of years of information have not been accurate so it would be hard to say. He praised the way that the new budget is being presented with above budget and below budget figures being presented.

Fundraising

In this issue of CRPA today, Frank Cooper wrote an article on donations and about supporting CRPA through charitable giving. In the Magazine is a donation form that interested individuals could fill out and submit. This is a new approach, as CRPA has never solicited like this before, so I will continue to track its progress.

Raffle:

Raffles are much easier to do from a town standpoint. Due to the fact that, CRPA does not have any members as a voting residence of Rocky Hill (which we need three of) we are filing in Newington, as a place which we do frequent business (the state finals for Hot Shots) and we have at least three members who reside and vote there.

Also due to the fact that we are going to be drawing at the conference we have to have permission from the mayor of Hartford. He has had our letter of request for two weeks. Once we get that information/permission we will be able to submit the application in Newington.

With regards to the boards concerns last meeting with the taxes on the prizes. It has been determined that CRPA should not pay the taxes on the prizes, as the individual once they win will be issued a claim form from the state, and they are required to claim it on their taxes.

Certification:

Certification has approved more people to test. We currently have:

- CPRP 77
- PPRP 13
- APRP 3
- Pending 3

Conference:

5 Vendors & 2 Bronze Sponsors

NIRI:

Groton has applied to host the 2006 National Institute on Recreation Inclusion. If they are the successful in their bid, the expected consequence is that there will likely be a reduced number of TR attending our state conference. The financial impact translates into about \$6000 in lost revenue. Nevertheless, the event will be a good time to promote Connecticut's efforts nationally. Jerry Lokken (from Groton) and I have been in contact discussing potential compromises we can obtain for our members.

Camp College

Camp College was canceled due to lack of support on the part of membership. We had 26 people sign up. According to Rich Henderson in Windsor they use to get 300+ participants in the program. Again we had slow and late registration on the part of our members, making it difficult to gauge participation and feasibility of running the program.

Camp College was advertised on the Internet, through e-mail and e-newsletter, and at programs. No flyer went out to the individual towns. As a cost effective measure I have been trying to limit mailings. Next year we will do a mailing to each town in hopes of increasing participation as well.

I have asked Rich to contact owns that have participated in the past, to ask why they did not come back this year. Not running this program resulted in a \$1,000 loss of potential revenue to the association.

NPSI Course

I would like to suggest that CRPA consider not offering either AFO or NPSI every year. Vermont and Mass do not have a set schedule, but it seems like every other year, and sometimes every three years.

2005 AFO/NPSI	2005 AFO/NPSI
2006	2006 AFO
2007 AFO	2007 NPSI
2008 NPSI	2008 AFO
2009	2009 NPSI
2010 AFO	2010 AFO
2011 NPSI	2011 NPSI
2012	2012 AFO

I would suggest offering it every other year, and if there is an off year that people need to review, they will know that it will not be offered in CT.

I am still looking into how many individuals are coming to renew each year. NRPA is supplying me with that information.

Income: This is not final but it looks like we made money about \$8,000, but we are still waiting on some checks and final numbers

Summer Quarterly

June 9th 2005 was a wonderful beautiful day, and I was so happy to see almost all of you there! I think it is a good thing when we can get the board together, outside of a board meeting. An impressive turnout of 68 professionals!

Late Fee: As many of you noticed we implemented a late fee for signing up for Summer Quarterly. Jeanne and I noticed in the office, that registrations were getting later and later for events. Individuals were calling the night before an event, and some just signing up. Due to the fact that we are dealing with caterers and meal choices we implemented a late fee. Only one person was upset with it. Others I do think saw it as a little incentive to get it in on time. I do think there will be a late fee on more programs from this point on.

Income: Again final numbers are not in yet, so income may fluctuate a little. We seem to have made about \$200.

Fall Quarterly

We have set the date for Fall Quarterly as September 22nd and Denis is currently working on the following ideas for topics. We are still looking for a location, preferably one with walking trails, etc...

- 1) Working with a speaker from the Connecticut Forest Association, on Park/Trail design and maintenance
- 2) A fitness instructor on a walking program for year round (how to scout out trails, maps, safety and different themed groups)
- 3) Union and Management Relations *** I am sure this would be a big HIT!
A town attorney that would be willing to do it would be good.
- 4) Programming Transitions for Individuals with Disabilities

Lifeguard Conference

Our profit was good for this event bringing in \$571. We had approximately 139 individuals attend. Thank you to Dianne Mailloux for her hard work on making this a success. This program was not sent out in a hard mailer either (like that of camp college) , thus creating the question of if it worked for this program why not the other?

Consignment Tickets

We are currently processing requests for Consignment tickets (Each packet takes about 15-20 min to process. At this time we have had 20 requests for Lake

Compounce tickets (Total of :2,653) and 26 requests for Six Flags tickets (Total: 3,128)

Basketball Hall of Fame:

The Basketball hall of Fame would like to do consignment tickets with us. Before Diane left they were working on this collaboration. The Basketball Hall of Fame has joined the membership and we should see them at conference. These tickets would be available year round, at a discount from the group rate.

Normal Price of Admission to BHOF:

Adults: 15.99

Youth: 10.99

Discounted Group Pricing:

Adults: 11.50

Youth: 7.50

Price sold to CRPA:

Adults: 11.00

Youth: 7.00

We can charge 11.25 and the towns could charge 11.50 if they wanted, which is still better than the walk in rate. The tickets are good for different days, etc. and it would literally just be you transferring the tickets to the members once they request them. The tickets are good for one year. Members are asked to call the HOF in advance to their groups visit to check our schedule and make sure no major events are going on that would hinder their visit.

CRPA Social

In an attempt to create more social relationships with CRPA members, a trip to Norwich to see the Norwich Navigators has been scheduled, for August 19th. For \$18 individuals can come and have an all you can eat buffet, tour of the stadium m before the game, ticket to see the game from a reserved seat, and fireworks that night. Hopefully we will have a good turn out like the last social.

Amazon.com

I am trying to set up the link, but am having trouble with the resources page. Somehow I am doing something that prohibits the pages to display as normal. I am devoting as much time as I can to it. I am also holding off on ordering books for my summer reading so I can get CRPA some added income!

Work Visa

Oh Canada! My Home and Native Land..... that is actually the beginning of my national anthem, and I am happy that I will be going home next weekend (Friday till Monday) for some showers for my sister. One she knows about and one is a surprise! I have all legal documentation that is required for me to cross the border. I will let someone know if it doesn't work out and I am stuck over there!

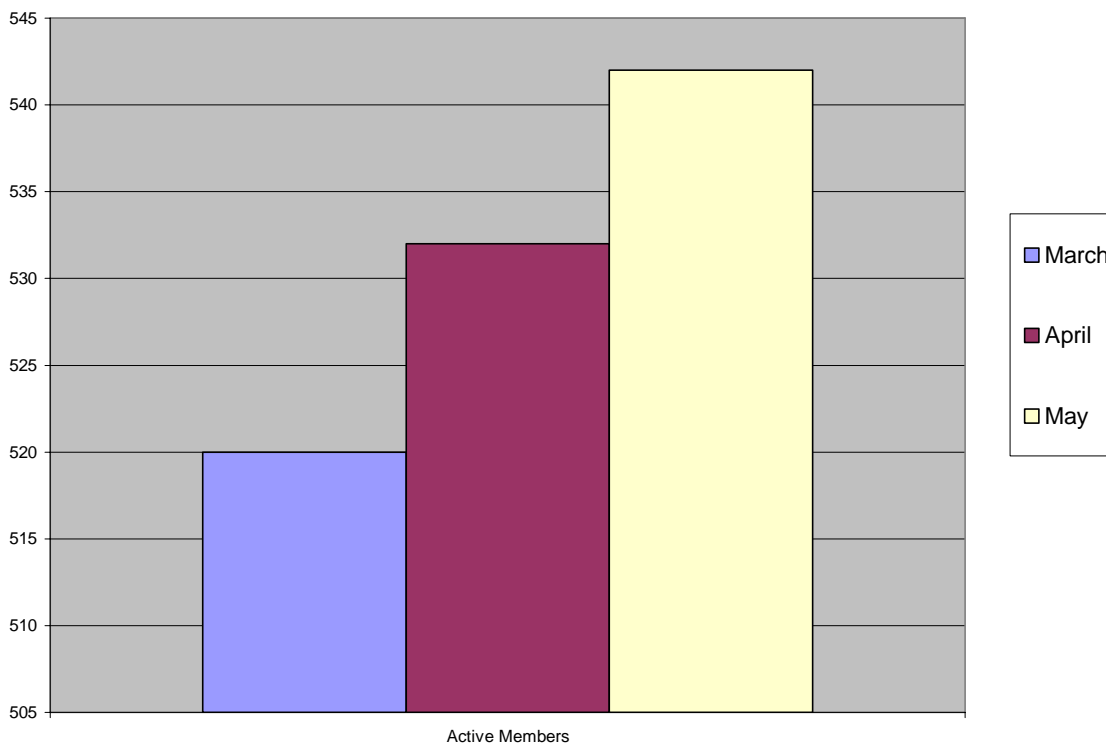
Membership

Therapeutic Recreation (TR).

The TR Survey was completed and I have finished tabulating it. We had a 17% response rate. Steve Balaconoff the TR Chair will be evaluating it, a meeting is being scheduled, and the TR branch will try and host their own quarterly training.

General

In a dedication and new Goal for me, I want to more accurately track membership from month to month, so that we can see if our membership is growing and in what areas.



Active Members:

	March	April	May
TOTAL	520	532	542
Active Members Individual	306	311	321
Active Members Agency	67	67	64
Total Agencies (***) not included in any totals)	9	9	8

Active Members Student	73	73	74
Active Members Lifetime	16	16	16
Active Members Vendor	58	65	67

What's Happening!

Executive Director's Report October, November 2005 Summary of Activities & Events

By: Alison Harle, CTRS

CPRA Newsletter

The next issue will be out in January to accommodate our newly elected officers and post conference wrap up to be in it. The publication will be submitted to print the first week of December, allowing for one week formatting, two weeks printing and a month mailing, we will see it mid to late January.

Certification:

Certification has approved more people to test. We currently have:

- CPRP 82
- PPRP 14
- APRP 4
- Pending 0

The new Brochure is in. Take a look at it, at the board meeting

NPSI/ AFO Course

The Aquatics branch would like to see an AFO held this year. There are 29 AFO candidates in CT (16) , MA (8) . And RI (5)

26 in CT 2007/ 11 more in MA / 5 in RI *** this is when I feel that we should offer an AFO.

19 CT 2008 / 5 more in MA / 2 in RI

Fall Quarterly

48 Attended Both Lectures

32 for lecture 1 Only

2 for lecture 2 only

Income \$3,070.00

Expenses \$1416.41

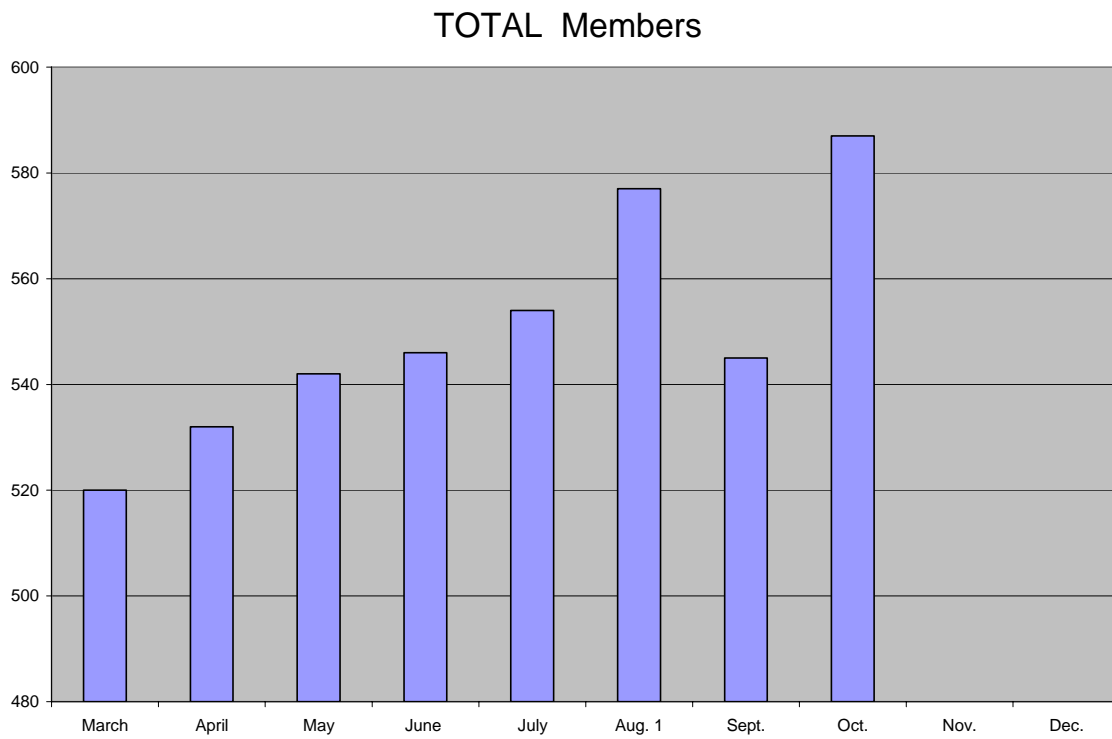
Total Net \$1653.59

CRPA Social

Our next CRPA Social is being put together by the Membership Committee. We are looking at a CRPA bowling night! We will knock them out with a sponsor venue, and we are looking for prizes. The membership committee will be highlighting this at conference too!

Membership

General



The dip in Sept was due to a large amount of people who didn't renew and so we took them off the member count and that accounted for the dip. We did get a renewal surge in October.

CRPA (Tentative) Yearly Schedule 2006

Date	Event	Location
January		
January 13 th <i>January 27th</i>	Social <i>Winter Quarterly</i>	Bowl-a-rama, Newington
February		
February 8 th February 9 th February 15 th -18 th	Legislative Session Begins Entertainment Showcase NRPA Midyears	East Hartford Washington, DC
March		
March 2, March 9 th -10 th March 16 th	<i>Legislative Promotion</i> AFO course <i>TR Session Community Colaberation</i>	<i>Leg Offices, Hartford</i> Mansfield, CT <i>Gaylord Hospital</i>
April		
April 2 nd -4 th April 3-5 th April 20 th	NETI NPSI Course <i>Spring Quarterly</i>	Newport, RI Branford Glastonbury, CT
May		
May 3 rd May 11 th	Legislative Session Ends <i>TR Grant Writing</i>	<i>Wallingford</i>
June		
June 4 th June 8 th June 10 th	Lifeguard College <i>Summer Quarterly</i> Playground Camp College	East Hartford <i>South Windsor</i>
July		
July 23 rd	Lifeguard Olympics	South Windsor
August		
August 25 th	CRPA Social	
September		
September 7-10 th September 13-16 th September 21 st	NIRI Conference NEPA Conference <i>Fall Quarterly</i>	Groton TBA
October		
October 10 th -14 st	NRPA Congress	Seattle, WA
November		
November 20-21 nd	CRPA Conference/Tradeshaw	Hartford, CT
December		
Dec 12 th	Executive Board Training Retreat	Rocky Hill

What's Happening!

Executive Director's Report December 2005 Summary of Activities & Events By: Alison Harle, CTRS

CPRA Newsletter

The next issue will be out in January. The publication was submitted to print the second week of December, due to articles not submitted as of required deadline. We need to allow two weeks printing and a month mailing, we will see it late January.

Certification:

Certification has approved more people to test. We currently have:

- CPRP 83
- PPRP 15
- APRP 4
- Pending 2

NPSI/ AFO Course

We will be trying to offer both this year. The reasoning is another company "Fillion Associates" were going to run the AFO course this year if we did not, I would rather that we get the money if it runs than them.

Also RI Parks and Recreation Association is upset that we are running the NPSI at the same time as NETI, because they wanted to run the course at the same time as NETI. But because I booked it first, I get first right of refusal on that date. RI P&R Assoc. may submit a proposal to work together on this venture in April

SCARP Social

Working with SCARP (Southern Connecticut Association of Recreation Professionals) we ran a program in New Cannan, CT this year. We had a smaller turn out that last year of only 40 people. I am working on getting final bills to be paid by the end of the year for catering and epenses

Roger and I were brainstorming about what to do with an extra "myrecdept.com" prize that was not sold at the conference silent auction, and I suggested putting together a basket, when lightning struck and Roger came up with a brilliant idea to have a raffle. ***This raffle raised and additional \$125 for the association!***
Way to go ROGER!

CRPA Social

The Next social will be in Newington, at Bowl-O-Rama. Please sign up your towns and staff, it is great to have Executive Board members there meeting

the membership, and connecting on a personal level. Go to www.crpa.com for more details and registration forms

Membership

We are sending out the membership certificates for this year, along with a bunch of program flyers, look for those in your mail box soon. We consolidated it by town to allow for packaging of mailings.

Membership currently stands at 635 Members. The membership breakdown is presented below:

- Agency 79
- Associates 6
- Com/Univ Group 11
- Commercial 57
- Community Leaders 1
- Group Professionals 170
- Towns Comprising Groups 37
- Individual Professionals 113
- Retirees 1
- Students 72

Membership Directory

I am working with Jay to get everything updated and started up, so that we can have a member area, and start utilizing that more. In the member area will be a Membership Directory (searchable by Last Name, First Name, Title, Company, and Town) as well as in the future, the PDF's of all speaker handouts from Quarterlies, Posting of findings of CRPA members@crpa.com queries, and copies of the CRPA Today.

Conference 2005

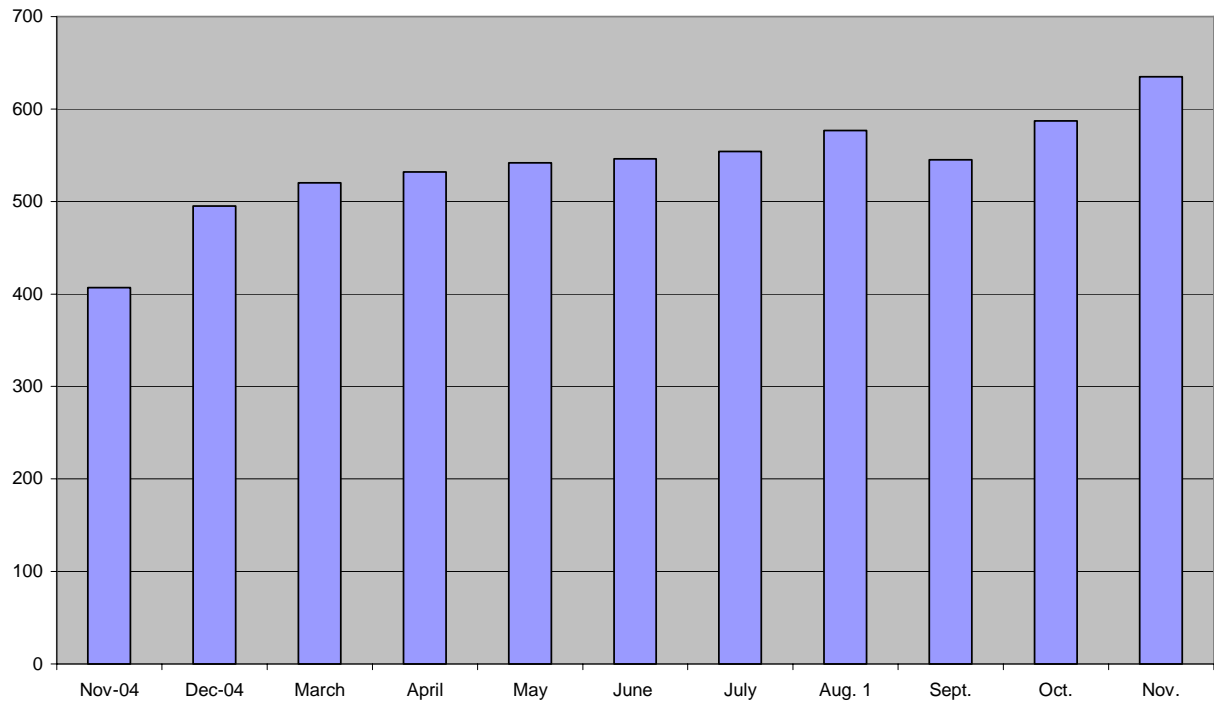
Conference 05 final numbers are still being collated and will be available shortly. Nevertheless, the good news is that it looks like we did make money, although not as much as anticipated in the budget. We fell somewhat short of the revenue goal of \$34,700. Due to fewer vendor commitments this year this line item took the biggest hit in the conference budget. However, we did slightly better than expected with the final number of Delegates who attended.

Conference 2006

We are looking again at the Connecticut Convention Center again next year. We feel that putting it back to a hotel will Lower the perceived professionalism and quality level that our members have begun to expect. Our upcoming conference planning meetings will focus on strategies to bring down costs and increase revenue in time for this event.

General

Total Membership



The dip in Sept was due to a large amount of people who didn't renew and so we took them off the member count and that accounted for the dip. We did get a renewal surge in October.

Some additional Information from One year ago!

Last Year's ED report we were discussing:

- ❖ **Budget Review and Preparation**
- ❖ **"Building Healthier Communities" Conference 04**
- ❖ **Conference 05**
- ❖ **Website**
- ❖ **Membership**

Membership currently stands at 495 Members. The membership breakdown is presented below:

- | | |
|------------------------------------|------------------|
| • 77 Student Members (*conference) | Budgeted for 8 |
| • 306 Individual Members | Budgeted for 275 |
| • 11 Agencies (65 members) | Budgeted for 10 |

- 41 Commercial Memberships
- 1 Retired

Budgeted for 36
Budgeted for 0

- ❖ **Membership Directory**
- ❖ **Winter Quarterly**
- ❖ **CPRA Newsletter**
- ❖ **CRPA Social** (Hartford Wolf Pack Game)
- ❖ **New Programs**
 - organized a Therapeutic Recreation (TR) round table
- ❖ **My Work Visa** (thank goodness that is straightened out!)