

## *What's Happening!*

### **Executive Director's Report January 2006 Summary of Activities & Events By: Alison Harle, CTRS**



## **Items for Action**

*These Items are ones that require a board vote, as it affects policy*

### **Procedures Manual**

You were e-mailed a copy of the CRPA Procedures Manual that Mary Hill and I have been working on for the past two years. The document is still a work in progress, and will be continually added to as the Association moves forward. The Board needs to pass approval of the document that has been produced thus far, so that we can continue to concentrate on it but also be able to implement items that have been placed in the Manual. Please review prior to Tuesday's meeting.

**\*\*NOTE\*\*** The information in the Appendix for Professional Development and Certification can only be changed by those boards.



## **General Information**

*This is information that is beneficial knowledge, but not critical to the events at the board meeting. If you have any questions please feel free to contact me before the board meeting.*

### **CPRA Newsletter**

The Magazine is out; the next deadline for articles is March 1<sup>st</sup>

### **Certification:**

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

- CPRP 84
- PPRP 14
- APRP 4

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

- Pending 2

## **Membership**

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

- Agency 92
- Associates 6
- Com/University Group 11
- Commercial 57
- Community Leaders 1
- Group Professionals 170
- Towns Comprising Groups 37
- Individual Professionals 115
- 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](mailto:members@crpa.com) queries, and copies of the CRPA Today.

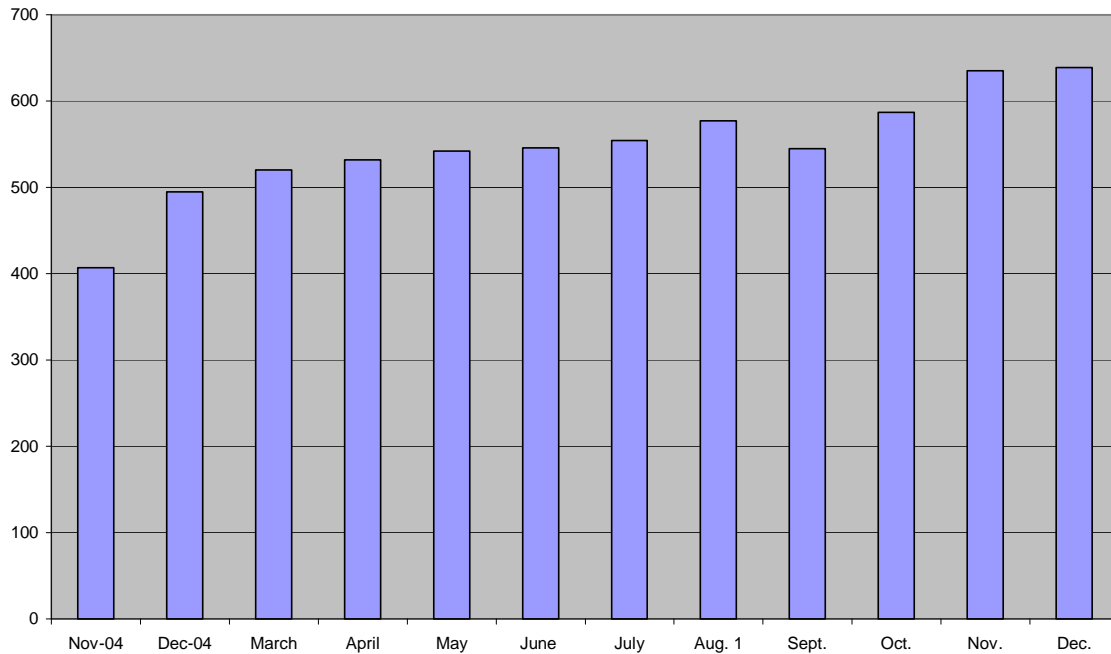
## **Conference 2006**

We are at the Connecticut Convention Center again next year. We are also trying to negotiate a two year contract with them. Our upcoming conference planning meetings will focus on strategies to bring down costs and increase revenue in time for this event.

## **General**

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

## TOTAL Membership 2005



### Last Year's ED Report we were discussing

Budget Implementation

Conference 2005

Website

Membership

    Raising Membership Rates

CPRA Newsletter

Therapeutic Recreation (TR) Branch Section starting

Fundraising

    Raffle Idea

CEU/Continuing Education Letter

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

## ***What's Happening!***

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



## **Items for Action**

*These Items are ones that require a board vote, as it affects policy*

### **Procedures Manual**

You were e-mailed a copy of the CRPA Procedures Manual As of January 30<sup>th</sup>. The document is still a work in progress, and will be continually added to as the Association moves forward. The Board needs to pass approval of the document that has been produced thus far, so that we can continue to concentrate on it but also be able to implement items that have been placed in the Manual. Please review prior to Tuesday's meeting.

**\*\*NOTE\*\*** The information in the Appendix for Professional Development and Certification can only be changed by those boards.

### **Human Kinetics Partnerships**

You were given a proposal to look over and make suggestions to prior to the meeting. Please review and compare to the Sponsorship and Endorsement approval agreements in your Procedures Manual. This partnership would bring in speakers for the conference, as well as potential profit sharing if towns/cities decided to use the Human Kinetics training for its coaches.

### **Member Service (NPSI/AFO/ etc..)**

The CRPA office feels that courses such as NPSI & AFO are not ones that CRPA members (the typical programmer, director, supervisor) are trained for. It is the opinion of the office that as a charitable membership organization that it is our responsibility to offer these courses and opportunities to CRPA members and Agencies.

Although a CRPA membership does only apply to those who are signed up as members and not to an AGENCY OR Transferable. These courses listed above are typically not taken by CRPA members, but by members of staff that are not

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

typically members, and that seem not to be signed up as members on a consistent basis.

The aforementioned courses will be offered a member rates for the CRPA member as well as maintainer staff who may seek to obtain these certifications. This will be a member benefit to towns and organizations, and hopefully fill these courses.

I am open to board discussion on this topic.

### **Accepting Credit Cards for Major Events**

The CRPA office receives many requests about accepting credit cards, mainly for Conference and Membership. This discussion has come up a few times and so I have begun to look into it. Jason Cohen suggested using a Pay Pal option, by creating an online account that if individuals wanted to pay by credit card they could. How this works:

We (CRPA) sets up an account on Pay Pal to sell our membership or registration or booth at conference (they are a set rate, and can not be bided on for a reduced rate). People can then use their credit card and Pay Pal will cut CRPA a check after it is sold. But there is a fee that Pay Pal does deduct from the charge of the sold item (in this case conference booth)

\$500 for example it would be \$14.80.

$500 \times .029 = 14.50 + .30 = \$14.80.$

There is a 3% charge and then \$0.3 additional charge.

I would like a committee/subgroup to form and look into some other options further, and make a report and suggestion to the Executive Board.



## **General Information**

*This is information that is beneficial knowledge, but not critical to the events at the board meeting. If you have any questions please feel free to contact me before the board meeting.*

### **CPRA Newsletter**

The next deadline for articles is March 1<sup>st</sup> This will then go to print By March 7<sup>th</sup> and be in Members hands by April 15<sup>th</sup>.

### **Consignment Tickets**

**Six Flags:** The theme park went under new management, who raised the prices! Unfortunately that means that our consignment ticket prices will go up, from:

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

Regular Gate Prices are now: \$49.99 per person  
Consignment Prices are now : \$30.00 + CRPA Markup = \$32.25  
Departments can still add .25 to the ticket price to a maximum of \$32.50  
Big Y Prices are now: \$39.99  
The Six Flags still had group rates available, although those are for specific dates and for groups of 15 or more.

The reason for this increase is:

- TWO new rides
- Daily parades
- More characters in park at all times
- Bigger and better shows
- Bathroom attendants in all locations at all hours
- More signage.
- And more...

\*\*\*This could result in less tickets sold.\*\*\*\*\*

Lake Compounce:

Cost at Park: \$33.00

CRPA Price is = \$23.80

There has been no change to these ticket costs

### **Winter Quarterly/Education Session**

We are finalizing the numbers; there were 46 people who attended. This is a little below what we got for the last years.

### **AFO**

AFO has been canceled due to lack of enrolment. This has shown to the aquatic committee that the AFO certification must be held only every two years. This has been placed on the website, to make those who are certified aware. The problem with offering this course every two years, is that this is a three year certification and so there may be a year when some need to renew, but it is a renewal year. This will either mean that they will go to another state, or individuals will renew a year early.

We need to find a way to promote the certification over that of the CPO course, which is readily available, but not endorsed by the NRPA and more expensive.

### **NPSI**

We are still planning on running the NPSI course. We have about half of the registrants needed. It is important with this course as well that we promote the course to others outside the field, and create the importance of the certification.

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

Please promote this to others. It is vital that this programs runs! We need 3 more to make it break even, but will not make its anticipated \$4,790 net profit. We need 13 more to generate its required numbers.

### **Legislative Day on the Hill**

We do not have a high registration for Legislative Day on the hill. We want to show legislators who CRPA is, by showing the legislators who the CRPA is composed of. Mary Hill said she would help with calling directors encouraging them to participate. Anna Park has come up with an easy display board for towns to follow to showcase themselves.

\*(Just to show you it works: Recently the Film industry set up table tops in the legislative building to have legislators support filming in CT. This gained T.V coverage; showing the creation of excitement and intrigue that this lobby display can get)

**As a Board member are you signed up? Is your town being represented?  
Registration is available online!  
We need you to lead so that other towns will follow!**

### **Upcoming Events**

- ❖ Legislative Promotion, Hartford
- ❖ TR Session/ Community Collaboration/ Gaylord Hospital
- ❖ NETI
- ❖ Spring Quarterly Education Session

### **Certification:**

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

- CPRP 84
- PPRP 14
- APRP 4
- Pending 2

### **Membership**

- Membership currently stands at 648 Members.

### **Membership Directory**

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

Jay gave me a lesson on password protected sites and we are almost ready to have the directories up and on-line. I see this being accomplished by the beginning of March. The Members only area will contain:

Directories

Surveys

Reports

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

## *What's Happening!*

**Executive Director's Report  
March 23rd  
"Special Meeting"  
Summary of Activities & Events  
By: Alison Harle, CTRS**



### **Items for Action**

*These Items are ones that require a board vote, as it affects policy*

TABLED Feb 21<sup>st</sup> 2006

#### **Human Kinetics Partnerships**

You were given a proposal to look over and make suggestions to prior to the meeting. Please review and compare to the Sponsorship and Endorsement approval agreements in your Procedures Manual. This partnership would bring in speakers for the conference, as well as potential profit sharing if towns/cities decided to use the Human Kinetics training for its coaches.



### **General Information**

*This is information that is beneficial knowledge, but not critical to the events at the board meeting. If you have any questions please feel free to contact me before the board meeting.*

#### **CPRA Newsletter**

This has gone out to the printer, so we should be seeing another copy out by mid to late April

#### **Consignment Tickets**

##### **Six Flags:**

We are sending these out in a summer mailers for summer programs

- Six Flags
- Lake Compounce
- Pilot Pen
- Mountain Creek, NJ
- Basketball Hall of Fame

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

- Camp College
- Lifeguard College and Olympics
- Spring Quarterly

**Winter Quarterly/Education Session**

We had 53 people attend, and made a net income of \$1,047.16 (meeting our budget)

**Entertainment Showcase Final Numbers**

We had 186 Registrants, 31 Free and 155 Paid. Our Net Income was \$11,667.00 (exceeding our budget by \$3,637) (Some income reported in last fiscal year)

**NPSI**

This was a success this year, there were a large number of people signing up, for the sheer fact that we were the only one in New England. I am booking it again for next year for April 11,12,13<sup>th</sup>, in Mid CT (Hamden? Or other offers)

**Legislative**

**Camp College**

Flyers have gone out and we will be having this program! We have sent out flyers in the mail and they will also go in the summer packet of information. We are hoping to regain some of this gusto for the program. South Windsor is dedicated to running the program as they are doing this as their training anyways, so there is no real concern for canceling. We will just have to try and get towns involved. Ryan made a suggestion of getting four towns to buy into having it on a rotation, so that they know where it will be and there is no long term burden, and we can spread it around the state. This would be great for towns that already run their own and would allow this program to be an extension of theirs as well.

**Certification:**

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

- CPRP 85
- PPRP 16
- APRP 4
- Pending 1

**Membership**

- Membership currently stands at 661

**Membership Directory**

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

This is now up and running a little smoother. We will be sending a members mailing with a flyer on how to use the members only section of the website: If you would like to get there now:

Go to [www.carpa.com](http://www.carpa.com)

Click on Membership

➤ Members Only Access

User ID: member

Password: leisure

\* This user name and password will change once a year.

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

***What's Happening!***

**Executive Director's Report  
April 18<sup>th</sup> 2006  
Summary of Activities & Events  
By: Alison Harle, CTRS**



**Items for Action**

*These Items are ones that require a board vote, as it affects policy*

**Goals**

Please look at the attached Goals, beside each decide which category these fit under.

***Membership Service***

"To develop and provide valued professional services to CRPA membership"

***Public Relations/Communications/Programs***

"To communicate the role and mission of CRPA to its members and the community at large"

***Professionalism***

"To provide education and to facilitate an understanding of the recreation and parks profession."

***CRPA Administration***

"To improve the partnerships, and personal services and capabilities of the administrative functions of CRPA"

Beside each goal write: is this measurable? How can you make it measurable?  
(Please refer to the SMART Goals Handout Attached)

**Come ready to do some hard work at looking at goals,  
categorizing them and making them attainable!**

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



## **General Information**

*This is information that is beneficial knowledge, but not critical to the events at the board meeting. If you have any questions please feel free to contact me before the board meeting.*

### **CPRA Newsletter**

The next Deadline is May 1st

### **Consignment Tickets**

We have quite a few towns that have ordered. Please remember that with the current P&L the revenue reflects the total cost of all the tickets order placed, this number will come down if towns do not sell all that they have bought.

### **NPSI:**

We did well on this program. We had to close out the program and reached the maximum. The extra revenue that was not anticipated from this course will go to cover the fact that two programs did not run at the beginning of this year. I have booked the dates of April 9-11<sup>th</sup> for next year.

### **Legislative**

Jason Cohen has really been leading the charge on updating the membership on legislative issues. I thank Jason for taking this on, and I hope that for the conference in November we can have a report on the bills that CRPA did look into and either supported or opposed. I have not gotten a chance to look into the regulations regarding our legislative efforts at this point, but would welcome any help on this topic.

### **Camp College**

Registration is going well with over 100 signed up already. We have also started to look into College sponsorships of this event. This is a great target market for Colleges (Community or Larger) to meet individuals that would maybe be interested in their recreation majors.

### **Certification:**

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

- CPRP 85
- PPRP 16
- APRP 4
- Pending 3

### **Membership**

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

- Membership currently stands at 665 (from 661 last month)

### **Membership Directory**

The membership directory is online and every member got a mailing identifying that their membership benefits have increased. They received their password and ID User name. We are updating the information shortly to ensure that everything is current, and will do so on a semi regular basis.

We are also looking at starting a calendar that CRPA committees can update themselves, to ensure that information is up to date.

\*We may look into a CRPA Directory on CD –Rom that would be available for purchase at the Conference, with other added features like a PowerPoint of CRPA, forms, info, and maybe survey results and tabulations from the previous year.

### **Admin Position**

Although it has been stressful and hectic in the office since Jeanne has left, we are working hard to try and fill the position. A job ad was placed in the Hartford Current April 2<sup>nd</sup> 2006 and from that the office has received around 70-100 applications. I have identified 5 qualified candidates that I will be interviewing April 20-21<sup>st</sup>. I hope to have someone in by the beginning of March.

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

## ***What's Happening!***

**Executive Director's Report  
May 16th 2006  
Summary of Activities & Events  
By: Alison Harle, CTRS**



### **Items for Action**

*These Items are ones that require a board vote, as it affects policy*

**Goals**

***We have over 10% of our tasks done  
to complete the Goals!***

**Using Money Saved from Secretary Salary.**

Due to the fact that Jeanne left April 1 and Robin Debeery will not start till May 22 there were about 7 weeks of payroll that will not be used for secretary salary this year. I would like to put some of this to updating the software on the front desk (it currently has Microsoft office 97 without publisher, which this office uses). I would also like to put back into the budget the opportunity for funding for the Council of State Executive Director meeting in Seattle in July. This meeting is one of the three times we get together a year, where we have the most in-depth conversations and training specifically related to association management. All other states with Executive Directors (even the part time ones) attend this meeting and find it beneficial. All that is required is airfare.



### **General Information**

*This is information that is beneficial knowledge, but not critical to the events at the board meeting. If you have any questions please feel free to contact me before the board meeting.*

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

### **CPRA Newsletter**

The Next is our Summer Issue out in June or July. This issue will be delayed a little, as I am still waiting for the Presidents Message.

### **Consignment Tickets**

We have quite a few towns that have ordered. Please remember that with the current P&L the revenue reflects the total cost of all the tickets order placed, this number will come down if towns do not sell all that they have bought.

### **NPSI:**

I have booked it for next year! And AFO as well!

### **Legislative**

Bill 204 was passed and made into Law! the bill promoting the physical health of students, was officially signed into law by the Governor on May 8! This makes it official that CRPA will be a required consultant in developing the statewide guidelines with the Dept. of Education

### **Camp College**

We currently have 200 signed up for this years event! We are still hoping for more, but we are happy that this event is running this year.

### **Spring Quarterly:**

We had 53 people sign up for this course. Many people were very excited with the turn out and quality of presenters. It looks as if we met our financial expectations for the course and we are well on track for our quarterly education budget.

### **Summer Quarterly:**

Without the aid of Quarterly Education chairs this was a little tough to put together the summer Quarterly opportunity. We will be having a session on SCORP and FOI. Please sign up and encourage others.

### **Certification:**

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

- CPRP 85
- PPRP 18
- APRP 5
- Pending 0

### **Membership**

- Membership currently stands at 659 (down\* from last month at 665)  
\*vendors mostly

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

## **Membership Directory**

\*We may look into a CRPA Directory on CD –Rom that would be available for purchase at the Conference, with other added features like a PowerPoint of CRPA, forms, info, and maybe survey results and tabulations from the previous year.

## **Admin Position**

Robin Deberry starts May 22<sup>nd</sup>. She worked for a personal organization company for a few years, and I feel that these skills will really play well into the CRPA office. She is nice and personable, and I feel that the CRPA members will warm up to her.

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

## ***What's Happening!***

### **Executive Director's Report June 20<sup>th</sup> 2006 Summary of Activities & Events By: Alison Harle, CTRS**



## **Items for Action**

*These Items are ones that require a board vote, as it affects policy*

- Goals** *We have over 20% of our tasks done to complete the Goals!*
- Refund and Payment for Summer Quarterly**

The Summer Quarterly for those of you who were not there, was interesting over lunch. The city of Madison Parks and Recreation Department arranged for a caterer, their own concessionaire, for lunch. The agreement was for lunch for 76 people (choices: Steak and Lobster, and Chicken and Lobster). The lobster was not cooked. Participants at the event had come, mostly in anticipation of the luncheon. Although the steak and chicken were edible most did not eat the lobster. The caterer is arguing that the Lobster was edible and wants us to at least pay for 35% of the lobster. I feel that we should offer a \$15 credit to those who attended, in order to show them we regret what happened and that we too anticipated better service, but we would like to make it up to them.

We had 76 People attend  
Income: \$3,639.00                      Budgeted Net Income: \$1,000

Itemized List of Costs:

Lobster \$16/per  
Steak and Chicken Dinners, Steamers, Soup, Breakfast, linens \$20/per  
Total = \$2,634.00 (NO Credit to Participants)

Anticipated with Costs with only paying 35% of Lobster

Lobster \$5.60/per  
Steak and Chicken Dinners, Steamers, Soup, Breakfast, linens \$20/per  
Total = \$1819.60  
\$15 Credit = \$1,140  
Net (Income: \$3,639.00 - \$1819.60 - \$1,140 = \$679.4)

Payment Option 2

Lobster \$0  
Steak and Chicken Dinners, Steamers, Soup, Breakfast, linens \$20/per  
Total = 76 \* \$20 = \$1,394.00  
\$15 Credit = \$1,140  
Net (Income: \$3,639.00 - \$1,394 - \$1,140 = \$1105)

\* This would require a letter from the Board, stating that we will not pay for the lobster and a certified check for the above amount. This way he can pursue us for the remainder if he chooses, but we can submit/solicit statements from participants and caterers and restaurateurs that the lobster was not cooked.

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



## **General Information**

*This is information that is beneficial knowledge, but not critical to the events at the board meeting. If you have any questions please feel free to contact me before the board meeting.*

### **CPRA Newsletter**

The Next is our Summer Issue out in June or July. This issue was delayed a little, as I am was waiting for the Presidents Message.

### **Consignment Tickets**

We have quite a few towns that have ordered. Please remember that with the current P&L the revenue reflects the total cost of all the tickets order placed, this number will come down if towns do not sell all that they have bought.

### **NPSI:**

I have booked it for next year! And AFO as well!

### **Legislative**

After learning about the FOI requirements to give out minors information if they are a aspect of public records. Jason Cohen (Colchester) has already begun to make mention of an amendment to the FOI requirements in next years legislative agenda.

### **Camp College**

We had 364 attendees to Camp College. It was a good way to get this program back on its feet. It has been recommended that it goes into a four year rotation. I believe that Fairfield will hold it next year, but we need to have dedication from our members to run it.

Total Food Cost	<b>\$716</b>
Cost per participant	<b>\$2</b>
Total Income	<b>\$2,531</b>
Cost for Med Training	<b>\$720</b>
Net Income	<b>\$1,095</b>
Anticipated Income	<b>\$2,000</b>
Difference (Net/Anticipated)	<b>\$905</b>

### **Spring Quarterly:**

Net Income: \$1,126.31  
Budgeted Income:\$ 1,000  
Attendees: 53

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

### **Summer Quarterly:**

Please refer to ITEMS FOR ACTION

### **Lifeguard College**

Attendees: 89

Income: \$447

Expenses: \$48.63 (Soda)

Anticipated Net:\$398.37

Budgeted Net:\$530.00 (-\$131.63)

### **Certification:**

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

- CPRP           85
- PPRP           18
- APRP           5
- Pending        1

The National Certification board has now increased the fee to test. They have not raised the fee since 2002. The Certification Board is trying to increase members applying for certification and they are looking at providing study groups and sessions at conference.

### **Membership**

- Membership currently stands at 669 (up from last month at 651)

### **Membership Directory**

\*We may look into a CRPA Directory on CD –Rom that would be available for purchase at the Conference, with other added features like a PowerPoint of CRPA, forms, info, and maybe survey results and tabulations from the previous year.

### **Admin Position**

Robin Deberry started May 22<sup>nd</sup>. She is getting a feel for the office. Her computer skills are not strong, but she was the most qualified candidate out of all options. She is willing to work, and is trying to increase her software knowledge.

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

## ***What's Happening!***

**Executive Director's Report  
September 19th 2006  
Summary of Activities & Events  
By: Alison Harle, CTRS**



### **Items for Action**

*These Items are ones that require a board vote, as it affects policy*

**Goals**

***We have over 55% of our tasks over in the timeline***

***We have 26 completed goals: 36% of our Goals Completed***

***We have 14 goals that were not done***

***These are the following goals not met:***

- The Executive Board will list who they feel CRPA membership is, and who it should be by July 18th's Board meeting
- The public relations committee, and the chairs of the program committees for; Hershey Track and Field, Hot Shots, Punt Pass & Kick, and Legislative; will meet in July to discuss the promotional material
- Articles for Program Highlight will be solicited one month ahead of the submission date
- The Executive Board will evaluate if the mission is too broad or narrow a scope for what it does by August 15th's Board meeting
- Each committee chair will be responsible for retrieving important information for this document and submit it for compilation
- The Public Relations Committee will solicit the printing cost and needs through a bid process for a handout for programs (5,000 copies)
- The Membership Committee will retrieve the major contacts, for membership recruitment and submit to the Executive Director by September 1st 2006
- The Executive Board will develop a tool to evaluate the effectiveness of the CRPA Executive office by Sept 1st 2006
- The Executive Director will include Articles in: September issue of the "CRPA Today" Magazine.
- The Public Relations Committee will identify who to bring as key players to this forum
- The two committee will meet again Sept 14th with the Executive Director for further discussion on speakers, presenters, and details (cost, location, fees, etc.)

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

- The Executive Director and the Chair of the Membership Committee will draft a letter to be sent to these potential new members informing them of the opportunities of membership, inviting them to the Fall Educational Quarterly and the CRPA Conference and Trade Show mailed by September 15<sup>th</sup>
- The Executive Director will fill out this evaluation tool for the Executive Board and make two-three recommendations of need.
- The Executive Board will look at each program that CRPA offers to determine if it fits into the mission of the organization by the September 19th's Board meeting

**The board should look at if they think these are realistic, and if they would like to continue to pursue them.**



## **General Information**

*This is information that is beneficial knowledge, but not critical to the events at the board meeting. If you have any questions please feel free to contact me before the board meeting.*

### **CPRA Newsletter**

Due to late submittals and a delay in receiving conference publication information the CRPA Today went out almost a month late. The next issue will be in December/January 2006/07

### **Consignment Tickets**

#### **SIX FLAGS:**

TICKETS ORDERED	5,000
TICKETS RETURNED	<u>-2,823</u>

TICKETS SOLD	2177	@	\$32.25 ea. =	\$70,208.25
PAID BY CRPA	2177	@	\$30.00 ea. =	<u>\$65,310.00</u>
				\$ 4,898.25 (Budgeted \$8500)

#### **LAKE COMPOUNCE:**

TICKETS ORDERED	7,500
TICKETS RETURNED	<u>-3486</u>

TICKETS SOLD	4014	@	\$23.80 ea. =	\$95,533.20
PAID BY CPRA	4014	@	\$21.50 ea. =	<u>\$86,301.00</u>
				\$ 9,232.20 (Budgeted 7,800)

### **Fall Quarterly:**

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

18 Registrants @ \$38 = \$684 – (\$12/ea lunch) = \$468 Profit  
 Required to get budgeted profit: 38

I was asked if we could lower the cost of quarterlies. This is my opinion on how to look at pricing them.

Budgeted Goal \$1,000

Lunch per person average \$12

Base price with no profit for each attendee is \$12

For approximately 30 participants each need to be charged an additional \$33

Note\* Costs of Quarterlies over the past year...

	<u>2002</u>	<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>
<b>Fall</b>	\$25	\$25/65	/52	\$35/82	\$38/18
<b>Winter</b>		\$30/65	\$40/60	\$45/58	\$35/52
<b>Spring</b>	\$30/35	\$25/46	\$15/46	\$30/64	\$38/53
<b>Summer*</b>		\$40/84	\$50/70	\$45/64	\$49/78

\*Please note that Summer Quarterlies are always more expensive due to the type of lunch

\*\* Please note the little increase, when food costs have gone up and additional charges for fuel have increased. Also the budget requirements for CRPA have increased.

### Lifeguard Olympics

Attendees: 10 Towns

Income: \$ 960

Expenses: \$540.3

Anticipated Net:\$ 419.7

Budgeted Net:\$ 340

### Membership

Quite a few people have not renewed. We are trying to invoice some that we can safely assume will renew (East Hartford, Groton etc...) Others we need help with calls. Also many have been invoiced but it is taking a long time to get the checks!

### Golf Tournament

32 Golfers (an anticipated 40)

\$30 profit per golfer = 30 \* \$30 = \$900 (\$1200)

Sponsors (\$2400)

Cost of Signs and Banners \$200

Give-a-ways \$300

Mailings \$75

Total Profit = \$2725

- PP Dinners (8\*\$40) = \$320

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

## ***What's Happening!***

**Executive Director's Report  
October 17th 2006  
Summary of Activities & Events  
By: Alison Harle, CTRS**



### **Items for Action**

*These Items are ones that require a board vote, as it affects policy*



### **General Information**

*This is information that is beneficial knowledge, but not critical to the events at the board meeting. If you have any questions please feel free to contact me before the board meeting.*

#### **CPRA Newsletter**

Due to late submittals and a delay in receiving conference publication information the CRPA Today went out almost a month late. The next issue will be in December/January 2006/07

#### **Membership**

Quite a few people have not renewed. We are trying to invoice some that we can safely assume will renew (East Hartford, Groton etc...) Others we need help with calls. Also many have been invoiced but it is taking a long time to get the checks!

#### **Budget**

The finance committee will be meeting at the end of October for a meeting regarding the budget. We should have a preliminary proposal and have that accepted to go along with the beginning of the year.

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

## ***What's Happening!***

**Executive Director's Report  
November 14th 2006  
\*Special Meeting\*  
Summary of Activities & Events  
By: Alison Harle, CTRS**



### **Items for Action**

*These Items are ones that require a board vote, as it affects policy*

#### **BUDGET 2007**

- **No Dues Increase**
- **Increase in cost of six flags tickets**



### **General Information**

*This is information that is beneficial knowledge, but not critical to the events at the board meeting. If you have any questions please feel free to contact me before the board meeting.*

#### **CPRA Newsletter**

The next issue will be in December/January 2006/07

#### **Membership**

Quite a few people have not renewed. We are trying to invoice some that we can safely assume will renew (East Hartford, Groton etc...) Others we need help with calls. Also many have been invoiced but it is taking a long time to get the checks!

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

## ***What's Happening!***

### **Executive Director's Report Dec 19<sup>th</sup> 2006 Summary of Activities & Events By: Alison Harle, CTRS**



## **Items for Action**

*These Items are ones that require a board vote, as it affects policy*

### **BUDGET 2006**

- Liabilities: Bills from Reimbursement of speakers, parking conference, board training, lunch, salaries and phone etc..
- Excess: Currently: \$30,000
- After Liabilities: Aprox \$20-25,000.



## **General Information**

*This is information that is beneficial knowledge, but not critical to the events at the board meeting. If you have any questions please feel free to contact me before the board meeting.*

### **CPRA Newsletter**

The next issue will be in December/January 2006/07

### **Conference 2006**

Conference 06 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 \$25,640. Currently we are at \$25,055. We still have outstanding speaker reimbursements and parking payments.

### **Conference 2007**

We are looking again at the Connecticut Convention Center, Mohegan Sun and the Cromwell Crown Plaza. We are looking at costs and dates that will work with our membership. We are finding the larger facilities costs are going up, as well as the cost for a hotel. The hotel is interested in increasing room nights which we can not meet, but do not provide big enough vendor space for our costs. Our upcoming conference planning meetings will focus on strategies to bring down costs and increase revenue in time for this event.

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

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