

**CRPA Executive Board Meeting  
Tuesday, November 18, 2003  
CRPA OFFICE**

**In Attendance:** Robyne Brennan, Carole Cipriano, Jason Cohen, Ray Favreau, Mary Hill, Jerry Lokken, Mary McGuirk, Alex Palluzzi, Diane Generous

**1. Welcome:** R. Brennan called the meeting to order at 9:00 a.m.

**2. Approval of Minutes:**

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

**3. Guest,** Peter Shea, CPA, Castanho & Co., LLC – CRPA's CPA for the past 7 years. He spoke about Quickbooks. He will meet with D. Generous and the bookkeeper to help get them comfortable with the system.

**4. Financials:**

D. Generous distributed the Balance Sheet, the Profit and Loss sheet and the checking account balances. There was a discussion regarding the due structure, will look to have a new dues structure for the December meeting.

**5. Standing Committee Reports:**

- a) Conference 2003 – the committee has been meeting every other week. Currently there are about 250 registrants. 93 vendor spaces. Peter Ledger will host our keynote speaker. Award winners have been selected. Conference social and the Past Presidents' reception is finalized. There has been a change in the Keynote address, that will be first and then lunch will be served. The Past Presidents' Reception has had 9 people respond as of 11/17, phone calls will be made to Past President's that have not been heard from. Would like to have copies of the Strategic Plan available.
- b) CEU Program/Quarterly Meetings – Winter Quarterly scheduled for January 29 in Wallingford. "Integrated Tick & Geese Management"
- c) Hotshots – no report
- d) Hershey – The CT Sun WNBA Basketball team have begun further partnership for the 2004 season
- e) Camp College – no report
- f) Citizen Board/Professional – no report
- g) Aquatics – met on 10/14/03. Lifeguard College 2004 – June 12 from 10-2 in Manchester. Lifeguard Olympics – July 25, 2004 in Manchester. Discussed Website updates, Meeting locations, in-service training manual fro Lifeguard Managers, AFO Course 2004
- h) Entertainment Showcase – February 11, 2004 in East Hartford flyer is out.
- i) CRPA Today - no report
- j) Awards – no report
- k) Scholarships – no report
- l) Legislative – A. Palluzzi spoke, he will speak at the Benefits Session at the Conference.
- m) Certification Board – R. Favreau reported. He attended the session at Nationals in St. Louis. NRPA is rewriting a new manual. The CRPA Board is looking to streamline the process with a 7step process once they hear from NRPA. The Board will start to meet quarterly.

n) Professional Development – no report

## 6. Old Business

- Operations Manual – will meet with committee after conference. Policy regarding collections of late fees (re: ticket sells)
- Committee Development
  - Trends Committee – no discussion
  - Web-site Committee – received two (2) additional proposals not reviewed, on hold until after Conference
  - Financial Committee – will meet after Conference
- Terms of Employment for Executive Director – R. Favreau is looking to finalize, please respond to him about the document.
- There was some discussion regarding employee issues

## 7. New Business:

- Wethersfield Daycare Issue – delayed until December 2 and 3, 2003.
- SCORP Plan – State Comprehensive Outdoor Recreation Plan, looking to form a steering committee

## 7. Correspondence – none

**8. Adjournment** – Motion to adjourn the meeting at 11:40 am was made by C. Cipriano, seconded by A. Palluzzi. All were in favor.

**Next Executive Board Meeting:** Tuesday, December 16, 2003 – CRPA Office in Rocky Hill.

Respectfully Submitted,

***Mary Hill***

Mary Hill  
Secretary