

**CRPA Executive Board Meeting
Tuesday, December 16, 2003
CRPA OFFICE**

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

1. Welcome: R. Brennan called the meeting to order at 9:09 a.m.

2. Approval of Minutes:

A motion to approve the minutes with noted change of Peter Shea's discussion regarding our investment accounts with Quick and Reilly, was made by J. Silsby, seconded by C. Cipriano. One abstained from voting, nine were in favor.

3. Financials:

D. Generous distributed the Balance Sheet, the Profit and Loss sheet and the checking account balances. There was a discussion regarding membership dollars and the Six Flags dollars. Also discussed looking into a software system to have in the office. Would also like to have the financials sent with the meeting agenda. The Board would also like to see monthly or quarterly statements of investment funds.

4. Standing Committee Reports:

- a) Conference 2003 – Conference was completed on November 25th. Though not finalized it appears that we achieved income projections for delegate registration and trade show, but not for the special fund raising. We did register 290 delegates. J. Silsby completed an Operations Manual for the Annual Conference. For 2004 will need to look at the budget and the vendor packet.
- b) CEU Program/Quarterly Meetings – Winter Quarterly scheduled for January 29 in Wallingford. "Integrated Tick & Geese Management"
- c) Hotshots – no report
- d) Hershey – Site is secure for 2004 State Meet, June 26, Willowbrook Park. Discuss has began with CAHPERD on ways to get school PE Programs/teachers involved. Considering hosting a CAHPERD CEU Workshop on Hershey.
- e) Camp College – Date, June 12th 9 am to 2 pm at 330 Windsor Avenue, Windsor CT
- f) Citizen Board/Professional – NERC Meeting - January
- g) Aquatics – no report
- h) Entertainment Showcase – February 11, 2004 in East Hartford flyer is out.
- i) CRPA Today - Diane is working on it
- j) Awards – no report
- k) Scholarships – no report
- l) Legislative – discussion regarding the Legislative Breakfast, may want to collaborate with CCM. A. Palluzzi will set a meeting with CCM and Judy Gott President of the Council of Governments to discuss the latest NRPA legislative issues.
- m) Certification Board – The certification board will be meeting with the Professional Development Board to discuss their relationship to each other. They will discuss responsibilities and how to guide and inform members about when to contact which. The Member's Benefit session at the State Conference was a good idea, not long enough. B. Zakrzewski, drafted a procedural outline of the certification process. Introductory Letter needs further rewriting. When completed will work with office personnel to streamline process.
- n) Professional Development – no report

5. Old Business

- Operations Manual – will set a meeting for January
- Committee Development
 - Trends Committee (Focus Groups) – identify what is out there
 - Web-site Committee – D. Generous met with A. Parks and a member of the Manchester Parks and Recreation department, regarding the 4 proposals that were submitted. The group reviewed and the proposal from Electric Smart was the favorite. R. Brennan made a motion that D. Generous be granted permission to work at a final agreement with Electric Smart in regards to their 10/13/2003 proposal in terms of timeline, payment schedule and other business issues for CRPA's website development, motion seconded by D. MacInnis. All were in favor.
 - Financial Committee – will meet in January. Membership structure discussed. Look to separate member forms for professionals and commercial members. Group membership to be changed to Agency Membership and to include the Director and up to nine (9) community leaders, no professional members. Current members would be invoiced for renewal. New members would receive membership form. J. Silsby made a motion to approve the membership fees as proposed by the Executive Director, Agency Membership \$265; Individual Membership \$70; Retiree \$40; Student \$20, R. Brennan seconded. 6 members voted in favor and 3 members voted opposed.
 - Office Staff Developments - D. Rondeau's last day was December 8, 2003. performance evaluation was sub-standard, was not willing to improve. The office was received unemployment compensation packet. D. Generous is moving forward, she has contacted the Temp agency for temp to hire.
 - Mid-Year: Feb, 25, 26 27. 2004 in Washington, need to figure out who will attend.
- Terms of Employment for Executive Director – Draft #2 was distributed to board members, recommendations to R. Favreau by January 1, 2004.

6. New Business:

- Wethersfield Daycare Issue – continues to be postponed.
- 2004 meeting locations – CRPA Office
- Office Schedule 12/26-31 – Diane will be in the Office.

7. Correspondence – none

8. Adjournment – Motion to adjourn the meeting at 1:11 pm was made by J. Silsby, seconded by J. Lokken. All were in favor.

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

Respectfully Submitted,

Mary Hill

Mary Hill
Secretary