

CRPA Executive Board Meeting
Tuesday, March 16, 2004
CRPA Office

In Attendance: Jay Cohen, Jerry Lokken, Alex Palluzzi, John Silsby, Robyne Brennan, Carole Cipriano, Mary McGuirk, Ray Favreau (entered at 9:45 a.m.), Diane Generous

1. **Welcome:** Robyne Brennan called the meeting to order at 9:05 a.m.
2. **Approval of Minutes:** A motion to approve the minutes was made by Carol Cipriano, seconded by John Silsby and passed unanimously.
3. **Executive Director's Report:** Diane Generous shared the report that was presented at Mid Year's. She also stated that NPRA has been focusing energy on updating membership categories, "doing less and doing it better" according to John Thorner. There was also discussion of room blocks for Nationals. Alex Palluzzi stated that attending Mid Year's was a great experience. All that he met with were very positive, especially Rob Simmons. He also added that it was great attending with Diane because she knew exactly where to go. The legislative breakfast is being worked on for May 5.
 - a. **Financials:** Funds transfer was completed from Fleet to Webster Bank. Planning to keep the Fleet account open until the end of the fiscal year. Quick and Reilly has close to \$50,000 in savings. D. Generous questioned whether we should transfer money before the balance goes down again, as it has increased in value by approximately \$10,000 since she started. Diane has spent significant time working on transferring 04 accounts into 05. She explained that there is a discrepancy in the excel sheet versus on the P/L on Quarterlies and Hershey's account because revenue was collected in 02/03 and expenses paid in 03/04.

Natalie's salary is being split between Admin and Accounting accounts. Lines 86-99 will now be broken down by 1. Professional Development and 2. Travel and Entertainment. Publications are below revenue and below cost but are proportionately the same.

John Silsby questioned if the NPSI numbers are accurate, if so it is a huge moneymaker. Diane Generous stated that some of the profit does go back to NRPA.

Diane Generous stated that Paul Norris has discussed changing the fiscal year. Carol Cipriano questioned if it would make things easier. D. Generous answered yes because of the hundreds of thousands of dollars in ticket sales.

Discussion followed on payroll, with Jay Cohen questioning whether we would be on budget for the remainder of the fiscal year. Carol Cipriano questioned where unemployment claims were found in the budget. Diane Generous stated that CRPA is now paying into an unemployment fund.

Diane generous will work on the 05-budget number for next month's meeting. (Ray Favreau entered at this time.)

D. Generous also distributed reports for Quarterlies and the Entertainment Showcase.

4. Standing Committee Reports:

- a. **Conference:** In absence of Mary Hill, Alex Palluzzi showed the new vendor's brochure. The Committee is working with CPA on a Parks Management/Facilities Operations track. Jerry Lokken provided May with updated vendor information so that she may update the CRPA website. The Committee is working on getting Senator Dodd to attend. They will also be marketing the Conference to other states through the NY State Conference and NETI's. The Conference theme is "Back to Basics: Rebuilding Healthier Communities".
- b. **CEU Program/Quarterly Meetings:** Carol Cipriano stated the Spring Quarterly is on Tuesday, May 4. The Summer Quarterly will be in Branford on June 10. Diane Generous suggested putting a "save the date" note on the Spring Quarterly flyers, which were to be mailed out. Questions were raised to where the \$5 CEU fee goes, have we been billed by NRPA recently or ever? Ray Favreau will speak with the Certification Board to find out what has been done in the past.
- c. **Hotshots:** Sean Dwyer sent out a letter.
- d. **Hershey:** Jay Cohen stated that many new towns have registered. There was good response to the pre-season training session that was offered. It might be a good model for other events like Hotshots.
- e. **Camp College:** Jay Cohen for Rich Henderson. It will be held on Saturday, June 12 in Windsor. They are working on incorporating a CPR course that day, as well as getting presenters.
- f. **Citizen Board/Professional** – No report
- g. **Aquatics:** AFO had 27 registered. Lifeguard College will be June 12 in Manchester.
- h. **Entertainment Showcase:** One performer was not listed properly in the brochure, and is looking for compensation. Jay Cohen suggested offering a \$25 credit toward the showcase next year or toward a commercial membership. Discussion followed about Roger Moss' s suggestions for next year, to have a vendor or vendors come in so that people may purchase lunch.
- i. **CRPA Today:** Diane Generous said that it is in the works. Notices about upcoming events will be in it including the Legislative Breakfast, promotion for the State Conference, and nomination forms.
- j. **Awards:** No report.
- k. **Scholarship:** No report.
- l. **Legislative:** Date for Breakfast has been set for April 27.
- m. **Certification Board:** Ray Favreau has a meeting with the Board on 3/17.
- n. **Professional Development:** Discussion regarding a non-CRPA sponsored CEU session.

5. Old Business

- a. **Operations Manual:** In absence of Mary Hill, Robyne Brennan and John Silsby stated that it is being worked on for next month, and will include committee training, timelines, and by-laws.
- b. **Committee Development**
 - a. **Trends Committee:** Looking into use of focus groups as well as gathering topics.
 - b. **Website:** The new proposed homepage is looking good. Diane will eventually be trained to do updates.
 - c. **Financials:** At Natalie's suggestion, CRPA is starting a new company so that we can start with a fresh set of books. Eventually the current company will be dissolved, and any monies left will be transferred into the appropriate accounts. The new company will begin the in the new fiscal year.

6. New Business

- a. **Membership Letter regarding change of Membership Categories:** A revised letter was distributed for review. The letter will be in the next issue of CPRA Today. Also a description of the new categories will be included in the mailing with the renewal notices. Board members were asked to sign a copy for distribution.
- b. **Terms of Employment for Executive Director:** Ray Favreau distributed Draft #5 of the terms of employment. Ray Favreau made a motion to adopt the terms of employment dated 3/9/04 effective immediately (3/16/04). The document will be reviewed yearly by a Personnel Committee including the CRPA President, Past President and President Elect. Any recommended changes must be brought back to the Executive Board for approval. The motion was seconded by Jay Cohen, and passed unanimously. It was noted that Mary Hill should receive a copy of the terms of employment and job description for the executive director for the operations manual.
- c. **Elections:** Ray Favreau will be coordinating the ballots again. Discussion followed on how to make the nomination form more clear and easier to understand. It was also suggested that a description of duties for each position from the bylaws be included. NERC positions will be staggered similar to how the Members at Large positions are on the Executive Board.
- d. **Wethersfield Daycare Issue:** Diane Generous has been copied on email.
- e. **Correspondence:** Diane Generous informed the Board about an opportunity to attend a grant writing workshop. Pilot Pen has approached CRPA about a ticket consignment program, as has the Basketball Hall of Fame.

7. **Adjournment:** A motion to adjourn the meeting at 11:43 a.m. was made by Carol Cipriano, seconded by John Silsby, and passed unanimously.

Respectfully Submitted in Absence of Mary Hill,

Mary McGuirk