

CCAPA EXECUTIVE COMMITTEE
Regular Meeting – December 4, 2009
Shipman & Goodwin – 9:00 A.M
Summary Meeting Minutes

Members Present: Donald Poland, Chris Wood, Chris Smith, Jason Vincent, Robert Phillips, Emily Moos, Marcia Banach, Mary Savage-Dunham, Khara Dodds, Mark Pellegrini, Alan Weiner

I. Adoption of Minutes – October 16, 2009. Chris Wood made a motion to adopt, seconded by Marcia Banach. The motion to adopt passed unanimously.

II. New Business

1. PDO Program Committee Recommendations and Discussion: Mr. Poland stated that this item comes out of ongoing discussions with Mr. Pagini regarding transitioning him out as PDO. Mr. Poland stated and everyone agreed that it will be difficult to fill his shoes and that his current workload is large. Mr. Poland also noted that the PDO is heavily involved in programming efforts. It was mentioned that Heidi Samokar was very involved and helpful during the SNEAPA planning process and that Khara Dodds was very instrumental in coordinating the Young Planners meeting. Mr. Poland stated that the goal is to involve more members in programming and combine the PDO position into the program committee. Mr. Poland stated that it would be good to train someone as the PDO and have some succession planning. This would also be an opportunity for more involvement and recognition for other people involved in CCAPA.

The suggestion was made to formalize the program committee. Mr. Weiner said in addition to identifying and setting up programs, many people play other rolls. Mr. Pagini is the PDO, Miss Carson works on programming, Ms. Ferro works on the awards program every year, Linnea Macaffrey coordinated the mobile workshops at SNEAPA and helped with other initiatives, Mr. Phillips works on the program committee and helps make decisions as needed.

Mr. Smith asked if the CM program is running better now than when Mr. Pagini took over the task. Members present agreed that Mr. Pagini had been instrumental in working out many of the bugs during the initial portion of the CM implementation. It was mentioned that now until the end of the CM period is a good transition period. It is a three month grace period for people to meet their reporting obligations. Mr. Poland stated that the EC doesn't typically delegate well and there is a need to involve more members in the process. The next steps are to identify a new PDO for the position and then formalize greater involvement in the program

committee. Mr. Poland also stated that the EC needs to get more involved in the CBI planning committee.

Mr. Vincent asked if there are enough opportunities for outside people to get involved and mentioned the names Mcaffery, Demian Sorrentino, Craig Minor, Deanna Rhodes, and Steve Kuschner as possibilities. Mr. Vincent suggested that each EC member name 5 people to invite to be involved in a committee; either communications, programming, legislative, etc. Then if each EC member had 5 names, there would be a large pool of potential volunteers to involve. Mr. Smith stated it is a challenge to get volunteers to help with events. Mr. Poland asked the EC for suggestions on how to proceed to get more involvement.

Miss Banach said it would be important to document the existing structure in order to identify opportunities that do exist for involvement. For example, the communications committee has a website and a newsletter which both may present opportunities for increased involvement by the membership. Miss Moos asked if all committees should identify their existing structures by the next meeting. Mr. Weiner stated that the tasks or opportunities for involvement should be identified clearly. Mr. Vincent said that he felt there was a need to clearly document the umbrella structure of CCAPA and the committees. Miss Moos stated that it was important at this juncture to think about how we would like the organization to be in the future. Miss Banach suggested that we dust off the strategic plan and refer back to it.

Mr. Pellegrini asked the group who would get the five names that each EC member generated? Mr. Vincent suggested that those names be used to populate a list and the EC invite everyone on the list to a meeting once the existing structure and opportunities for involvement are identified. Mr. Smith suggested that it was important to give volunteers a discrete task to keep progress focused. Mr. Weiner suggested that for the next meeting each committee chair could look at the potential tasks or opportunities for involvement and what they currently need help with and identify names of possible helpers.

With that, Mr. Poland stated that before the next meeting he would continue the discussion with Mr. Pagini and Miss Somocha regarding the position of the PDO.

2. Mr. Poland announced that the CBI Program Committee meeting was the following Thursday from 10 to 12 at Northeast Utilities.
3. APA Webinar Series and CCAPA Participation: Mr. Poland asked how do you do a webinar? Mr. Vincent suggested that we ask the wizard and make it happen. He then said that he would sort it out. The EC had a brief

discussion regarding the fact that a webinar is simply a presentation that is broadcast live over the internet to a remote audience. Some webinars have an opportunity for people to call in with questions; other webinars are simply a presentation only style. Mr. Pellegrini suggested that this is a program committee matter and that the item be referred to them.

4. CCAPA Policy Paper: Mr. Pellegrini stated that the policy papers are ready for action. Mr. Vincent made a motion to adopt. Mr. Woods stated a concern with continued reliance on the undefined “smart growth” principals. Mr. Pellegrini stated that most people understand that smart growth is compact, mixed use, transit oriented development. Mr. Woods stated that smart growth and growth management principals are defined in statutes. Miss Banach asked if there should be a vote or consensus on policy papers prior to adoption. Miss Dodds asked if the February meeting could be rescheduled as she would not be in attendance at the current scheduled date. Mr. Pellegrini stated he would not be available either. Mr. Woods stated that smart growth should be with a small “s” and a small “g”. Mr. Smith stated that CCAPA should be consistent with National with regard to policy. After some brief additional discussion, Mr. Poland stated that the policy papers would be added to the February meeting agenda. Mr. Pellegrini stated that he would provide the comments back to the authors for final revisions. With regard to the rescheduling, it was agreed that the February meeting would be moved to Friday, February 19.

Miss Moos stated that she would like to get the sustainability paper on the website for public comment. As soon as it was ready she would transmit it to Mr. Pellegrini. She also stated that she needed to talk to someone with regard to legislative recommendations on sustainability and would be following up with Mr. Wood or Mr. Guskowski.

III. Reports

- Government Relations Committee: No report.
- Member Services Committee: Mr. Weiner stated he had not received any membership reports from APA for two months. This is because APA is in transition with regard to staff cuts and budget cuts. The implications for the local chapters have not been defined yet. Mr. Weiner stated that he would like to reach out to new members so lack of updates was not helpful.
- Treasurer’s Report: Mr. Poland stated that there was a previous conversation about the national surcharge of \$10 per member was changed to a proposal of 3% per member or \$2.94 per member. APA National adopted a 3% surcharge per member which translates to an additional \$825.00 for the chapter. He also stated that there had been some AICP Board discussions of stipends coming

back to the chapter but nothing concrete yet. Mr. Phillips stated that there was still a need to reconcile the 2009 SNEAPA accounts payables so the CCAPA chapter account is inflated. He stated that we have a deficit showing but once National (\$6,000) posts, we will be in the positive by \$2,000. Mr. Poland stated that the Young Planner's meeting and Mr. Poland's expenses should come out of the chapter budget and not the SNEAPA budget.

- Communications Committee: Miss Moos stated that the newsletters scheduled for 2010 was the beginning of January, April, July and October. Mr. Weiner asked that if email reminders to the column contributors would go out. Miss Moos said call for columns would go out three weeks in advance. She stated that there were some good articles coming out of the SNEAPA conference. Miss Moos also stated that she would like pull in some student articles and also do some articles on transitioning into the State. Miss Moos also stated that she would like to have an Editor's Letter in the newsletter.

Mr. Smith stated that there were still some sponsors that needed to be recognized from SNEAPA and ads for those who were missed at the conference needed to be in the January newsletter as well. Mr. Poland reminded Chris to tell Jeff Mills about which ads would be free in order to keep the billing straight for the newsletter. Mr. Smith brought up an amicus from Monroe. Mr. Smith stated that the main question is if the Zoning Commission can approve a special exception prior to a zone change being passed and passing its effective date. Mr. Smith stated this will go the Supreme Court and the chapter will need to work quickly to file a brief.

As there was no other business, the meeting was adjourned.