

CCAPA EXECUTIVE COMMITTEE

June 3, 2005

Attendance: Mark Pellegrini, Don Poland, William Sweeney, Mike Piscitelli, Bruce Hoben, Mary Ellen Kowalewski, Marcia Banach, Chris Smith, Jason Vincent, Dan Tuba and Alan Weiner

Notes of the General Meeting and Minutes of the Executive Committee meeting of April 1, 2005. Approved with corrections. Motion - Weiner, second - Banach. Approved, 11-0.

New Business

Scholarship Recipient. Mike reported that the selection committee, consisting of Craig Minor, Liz Stocker and Mary Savage, approved the one candidate, Kristen Clarke for the Diana Donald Scholarship. Ms. Clarke is a student at New York University and resides in Waterford. The Executive Committee authorized a \$1,000 check, complimentary student membership for one year (if not already a member) and a complimentary registration to the 05 Newport conference. Motion – Tuba; Second – Smith. Approved, 11-0. Mike will contact Ms. Clarke. Under separate cover, Bill Sweeney will send the award check.

Appointment of Awards Committee. Bruce Hoben and Chris Smith will head the chapter awards committee. Mark will ask Val Ferro and others if they would like to participate. Marcia would like to include in the upcoming newsletter.

Annual Report. A draft of the annual report is due for the August meeting. Some topics for inclusion include: Green Valley Institute, scholarship, bylaws amendments, dues increase, programs this year, the legislative committee work, the web site consultant and improvements, the fiscal report, awards and elections. Mike will coordinate.

Program Committee. The upcoming program schedule includes a social / affordable housing program at the Lyceum in Hartford (in association with the Partnership for Strong Communities). Mark noted that it would be good for planning commissioners to view the upcoming exhibit on affordable housing at the Lyceum as well. Mark reported that the April land use program went very well and there is some early thinking about a collaboration with the Home Builders Association, the Connecticut ASLA, CCAPA, and AIA to do a charette and model up some affordable housing options. Some discussion regarding equity among the towns / cities and buy-in among the potential partners. Bill noted that the financial aspects should be included as well. Mark and Don to continue working on this.

A legislative update at the end of the session may be scheduled. Time / place still to be determined. This will be a good time to report on various items of interest to the chapter, including the smart growth bill and the plan of conservation and development. Don will talk to Chris Wood. There was a consensus that Lew Wallace should be recognized some way for his positive work at the legislature.

FY 04/05 Budget Status Report. Bill Sweeney presented the financial statement for June which indicated year-to-date expenditures of \$12,656.68 and a balance of \$20,981.09. Bill noted that APA cut the AICP rebate to \$541 with no advance warning. That will be the final number for this fiscal year. We are running behind on newsletter advertising. The membership advertising is coming in. Bill noted that the regional conference accounting is still a little unclear and should be more thoroughly discussed. Bruce asked if the APA rebate was also cut. Bill said no. Alan asked if APA takes a portion of the chapter rebate; there is a small service fee. Dan noted that Rhode Island received a \$1,000 rebate for AICP.

Regarding the regional conference, Dan reported that the results from recent conferences has been mixed. The books for the 03 Hartford conference were closed and the partner chapters received a profit share. The

04 Springfield book is still open. There was a meeting recently for the 05 Newport conference and, at that time, Massachusetts reported that they were close to closing out and sending profit share checks (if any).

Going forward, Dan discussed a consensus reached by the coordinating committee for the Newport conference, whereby each state would contribute proportionately: ½ of their AICP rebate to the conference. This is a sunk cost with no anticipated return. Dan noted that the committee will redraft the operating procedures. Don noted that this is a recurring topic for us. Perhaps we should look at an event coordinator approach instead of volunteers, or even a state-based approach without a cooperative arrangement. For now, it looks as if an event coordinator would not be cost effective and the “umbrella committee” will continue to work out the financial protocols. Dan noted that the 06 conference is in Connecticut; New Haven Omni tentatively has been identified to host.

Proposed FY 05/06 Budget. Bill distributed copies of the draft of 05/06 budget. The \$37,800 budget reflects the new APA chapter rebate at the new fee schedule and more careful itemization based on prior year budget expenditures. Points of discussion –

1. Alan asked about the phase-in of the new dues structure. Mark noted the effective date is October 1. Mark will check to see if we can anticipate 100% membership at the new dues structure or if there will be a more graduated phase in, based on the APA billing cycle.
2. The newsletter figure may be high. Marcia will take a closer look.
3. Bill noted the proposed decreases in AICP and Annual Awards, based on actual prior year expenses.
4. Internet services number may change. Mark will check with our contractor, Paysonn.
5. Professional services reflects the proposed new insurance policies since we do not have insurance under national. Consensus opinion is that we do not need to pursue an audit this year.
6. Financial reserve. Some discussion about the best way to show the reserve number, perhaps as a line item outside the balance sheet.

Reports

Membership Committee. Alan reported that the new directory is complete. There are 37 advertisers and an estimated \$8,700 in revenue. Costs ran approximately \$3,100 for production and \$3,700 for contractor fees, resulting in chapter profit of \$1,900 (well below projections). Alan and Mark will go back through the directory budget and check these figures. Chapter membership remains strong, still in the 470's.

Other Business

Web Site Consultant. Mark noted that Paysonn LLC has been contracted to reconstruct the web site. Mark, Val Ferro and Jose Giner will soon have a look at the mock-up. There will soon be a call for photographs and other content. Launch may be ready as early as August.

Nominating Committee. Dan Tuba, Linda Farmer and Steve Kusher are serving as the Nominating Committee. The committee is working on a slate of candidates for the fall elections. Lengthy discussion about protocol under the new bylaw structure. Dan will review with the committee and finalize the slate prior to the next executive committee meeting.

The meeting was adjourned at approximately 12:00 p.m. The next meeting is scheduled for August 5th in Hartford.

Michael Piscitelli, AICP
Secretary