

**CCAPA EXECUTIVE COMMITTEE**  
**Regular Meeting – July 9, 2010**  
**Shipman & Goodwin – 9:30 A.M**  
**Summary Meeting Minutes**

**Members Present:** Mary F. Savage-Dunham, Robert Philips, Jason Vincent, Marcia Banach, Emily Moos, Neil Pade, Alan Weiner, Dan Tuba, Don Poland, Chris Smith, Mark Pellegrini, John Pagini, Chris Wood and Khara Dodds

**I. Adoption of Minutes** – May 7, 2010. The motion to adopt the minutes as presented was made by Mr. Smith, seconded by Ms. Banach. The motion to adopt passed unanimously.

**II. New Business**

**A. CCAPA Scholarship Award:** Ms. Savage-Dunham reported that the 2010 CCAPA Scholarship of \$2,850 was awarded to David Mason. Ms. Savage-Dunham said she hoped to write an article for the next e-news letter providing information to the chapter on Mr. Mason and the scholarship award. Ms. Savage-Dunham noted that interestingly Mr. Mason’s mother, Virginia Mason, actually knew and worked with Diana Donald, who the scholarship is in honor of. The Executive Committee suggested that Mrs. Mason be contacted to provide an article or a sidebar about Diana Donald as a portion of the information on the scholarship recipient. Ms. Savage-Dunham said she would touch base with Mrs. Mason.

**B. Appointment of Nominating Committee and Election Schedule:** Mr. Pellegrini explained to those present that the nominating committee included Chris Smith and Mark Pellegrini and Marcia Banach. Mr. Pellegrini reminded the Executive Committee (EC) that the nominating committee and schedule was approved by email. All those present acknowledged that that was the case. Mr. Pellegrini stated that the nominating committee would put forward the incumbents for secretary and treasurer. Mr. Pade made the motion to acknowledge the nomination of incumbents which was seconded by Mr. Pagini. The motion passed unanimously. Mr. Pellegrini said thank you to Mr. Philips and Ms. Savage-Dunham for agreeing to serve another term.

Mr. Pellegrini said the next step was to send out a notice for votes. Mr. Vincent would send out the notice via e-news and Mr. Mills would send out hard copies to those not subscribed to e-news.

**C. Chapter Communications:** Ms. Moos said that there had been another very productive meeting on the communications process and that the proposed changes in the communication process were outlined in the handout. Ms. Moos briefly went over the main components discussed at the meeting as follows:

- Committee chair updates will be moved to the webpage so the newsletter becomes more of a magazine.
- There will more of a shifting of content from the list-serve back to the newsletter and webpage.

Mr. Weiner asked if there could be a blog page on the webpage. Mr. Vincent said that was possible. There was then a discussion regarding the list-serve and some recent postings on the list-serve. One unfortunate matter is that it's referred to as the Planner's list-serve even though CCAPA does not manage the list-serve. As such many times participants in the list-serve discussions look to CCAPA to serve as a moderator when, in reality, we do not have that authority. UConn is the moderator and host for the list-serve. Mr. Vincent stated that he would check with UConn on changing the list-serve name and rules. Mr. Vincent also stated that he had been working to reduce the number of emails that everyone gets; for example, CM updates through E-news.

Mr. Weiner stated that he needed to discuss with Mr. Vincent the membership list on PHP. Mr. Pagini asked if Mr. Weiner is notified by APA of new members. Mr. Weiner stated that he is not notified by APA of new membership and that APA's management of new membership information leaves much to be desired. APA is nonresponsive in this area. Mr. Poland stated that his upcoming President's Message is going to be about "how we communicate". Mr. Poland stated that website updates should be sent to the website manager for timely posting. Mr. Vincent will resend the information to the affected parties as to how to contact the website manager. Ms. Moos stated that she and Mr. Poland met with Mr. Mills to reformat the newsletter to more of a magazine style and they are very excited with the new product. Mr. Smith asked if the Committee has worked on the websites to make there be a member's only section and visitors section. In effect, a two-tier website. Mr. Weiner stated as use of the website increases that will be more effective as a tool for the chapter. Mr. Poland referred back to the newsletter and stated that Mr. Mills will begin sending a web link out for our newsletter to other agencies. Mr. Smith said that our newsletter should be unique in format from other organizations like AIA. Mr. Weiner suggested that it is important to let chapter members know in the newsletter what content will be migrating to the website so that when familiar sections of the newsletter no longer appear, interested parties will know that they have simply been moved.

- D. President Elect Discussion:** Ms. Banach announced that she is taking an early retirement opportunity which was recently put forward by her employer. She advised that the EC that she feels it is not in the organization's best interest to have a retired president even though she fully intends to stay involved in the chapter. Ms. Banach and the EC wondered if she would immediately move to have the title of "immediate past president-elect". Mr. Poland and the entire EC expressed support for Ms. Banach continuing involvement in whatever role she felt comfortable with and wished her well in her future endeavors. Mr. Poland

asked if the bylaws address vacancies and asked Mr. Pellegrini to review the matter.

### **III. Reports**

- Member Services Committee: Mr. Weiner reported that APA is slow in disseminating information. Otherwise, Mr. Weiner had already made other comments earlier in the meeting and had nothing else to report.
- Program Committee: Mr. Pagini said he is still working on the program committee. He stated that there would be a conference October 1 and 2 in Providence with more details coming soon. He also wanted to recognize Mr. Vincent, Ms. Samokar and Ms. Moos for all of their hard work.
- Treasurer's Report: Mr. Philips reported that there is currently \$42,000 in the bank account which is running approximately \$3,500 below budget; however, the chapter is still waiting for APA's \$8,000 reimbursement at which point the balance will be up. Mr. Philips said the regional conference and happy hour/social events are all paid. Mr. Smith stated that he had a hot topics bill to submit. Hot topics was well attended and it was very good networking with Yale. Mr. Poland stated that he had received many complimentary emails on the programs and venue presented at hot topics. Mr. Philips also reminded the EC that CCAPA has \$25,000 in business CDs earning money.
- Chapter Communications: Miss Moos stated that the deadline for article submission for the current newsletter has just passed. She stated that she is looking for repeat writers to contribute information for publication. Mr. Poland suggested that a Planner's profile would be a nice addition to our publications and Mr. Smith offered to take that on. Mr. Weiner stated his opinion that the chapter needs to take more advantage of visual media and there is a need to get that message out to possible contributors.
- Government Relations Committee: Mr. Wood stated that not much is happening. The leadership is changing and there is no funding available.

### **IV. Other Business**

Mr. Poland said he wanted to recognize Khara Dodds and Emily Moos for all their work on the social events. They were well attended and not very expensive. The EC echoed Mr. Polands' sentiments.

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