

**CCAPA EXECUTIVE COMMITTEE MEETING
AUGUST 3, 2007
SHIPMAN & GOODWIN
9:30 A.M.**

DRAFT-MINUTES

The meeting was called to order at 9:40 a.m. by President Pellegrini. In attendance were Rob Phillips, Matt Davis, Chris Wood, Alan Weiner, Dan Tuba, Don Poland, Marcia Banach, Jason Vincent, Patrice Carson and Laurie Whitten.

I. Adoption of Minutes of June 1, 2007 - Approved

II. New Business

1) E-vote Confirmation: Budget Allocation of \$400 to Jeff Miles for Member Survey re: e-mail addresses. Treasurer Davis reported that revenues had not been posted with the final payout from the conference, otherwise finances are on track, or above. Otherwise, there is an invoice from T-cors, and need to pay accountant for taxes. Dan Tuba submitted the final accounting for conferences.

2) 2007/08 Budget Recommendation President Pellegrini led the discussion through each line item of the budget. The final changes were as follows:

Revenues

*APA Chapter dues was increased from \$21,000.00 to \$25,000.00

*Mailing List Sales was decreased from \$100.00 to \$0.00

*Newsletter Advertising and Regional Conference was left as is, but it was decided to monitor these two line items for significant changes.

Expenditures

*AICP/Professional Development was increased from \$800.00 to \$4,000.00 in response to required credit hours for AICP members.

*Internet Services was increased from \$4,500.00 to \$6,000.00

*Legislative Committee was increased from \$4,500.00 to \$5,000.00

*Executive Committee Misc. was increased from \$100.00 to \$500.00

*Office Printing/Postage was increased from \$50.00 to \$100.00

*APA Leadership Expenses was increased from \$4,500.00 to \$6,000.00

*Scholarships was increased from \$1,000.00 to \$2,000.00

The final adjusted budget was proposed to be approved by the executive committee via e-vote prior to Regional Conference in October.

3) National Community Planning Month President Pellegrini commented that he had gotten feedback from APA regarding "Great Places". Don Poland relayed that he had looked into the program and found criteria ridiculous and not worthwhile. President Pellegrini then questioned the committee as to whether it would be possible to get the Governor to do a proclamation such as "Planning is Essential to Responsible Growth", or perhaps CCPA could take out ads. Don Poland believed that the proclamation was possible. Marcia Bach suggested that it would be great if CCAPA could place a letter from a planner in the paper every week. Committee agreed to discuss this at a later time. President Pellegrini agreed to prepare an outline for Chris Wood and Don Poland to get to the Governor.

4) Chapter Communications Policy President Pellegrini discussed how he had met with Chris Smith, Don Poland, Matt Davis and Laurie Whitten regarding this policy. He presented a draft discussion paper, and was looking for feedback from the executive committee from page 1, and from page 2, which of the topics listed did the committee feel as being most important to develop individual plans. Don Poland suggested that this should go to the members for their input. Perhaps some may volunteer to help draft policy statements for the executive committee to finalize.

III. Old Business

1) Quarterly Luncheon Schedule & Topics Patrice Carson reported that she was working on the Christmas lunch, which will also have cocktails. She is also looking for topics for luncheons. She explained that scheduling fell behind with the Yankee Silversmith Inn fire. Chris Wood suggested war stories, tricks of the trade, a social and awards recap as some of the possible lunch topics. By general consensus it was decided that the Christmas event would have the awards ceremony, with best and worst stories... This is to be organized by Patrice, Rob and Michelle.

President Pellegrini stated that he had scheduled the oral history session in New Haven for September 6, registration at 3:00 talk from 3:30-5 then munchies and drinks at the Childs nearby restaurant.

2) New Member Reception Tentatively set for October. Don Poland will get a new date. President Pellegrini nominated Rob Phillips for the vacancy at large. This was approved unanimously.

IV. Reports

- **Treasurer's Report**- tabled
- **Government Relations Committee** - tabled
- **Program Committee** - tabled
- **Professional Development Officer** - Mary Ellen Kowalewski suggested that if the chapter got more money, we could charge less for required programs. otherwise this item was tabled
- **Chapter Communications Committee** - Marcia Banach explained that she has been working with Jason, Mark, Alan, Matt, Jeff Mills and Steve Shaw. There will be a transition from print to electronic format of the newsletter. Final details of conversion are in the works. There will be an online directory, with members only section. The newsletter will be full color, and variable in size, but with the advantage of the same cost of the printed version. There is a need to contract with Jeff Mills to get emails form the 100 +/- members that are missing this information. People and Businesses will be able to put business cards online. President Pellegrini stated that he was getting templates form APA for the newsletter.

Alan Weiner commented that we still need numerous emails, and that some have been bouncing back. these people need to be notified directly to correct the problem. The membership directory will be in a printer friendly version. Marcia Banach suggested putting this in the newsletter, and that people should also add the listserve to their address book. Discussion ensued regarding revenues from businesses advertising on the page. Jason Vincent commented that some businesses in Texas spend \$5,000 annually for this service. Final details of cost need to be worked out, and whether or not the spots would be rotating on the pages.
- **Member Services Committee** President Pellegrini spoke about 1000 Friends having their first annual statewide conference with many compelling speakers. He questioned whether we should be involved or not. After some discussion it was decided that we should stay separate from the group for now.

V. Other Business Adjourned at 11:39.