

**CCAPA EXECUTIVE COMMITTEE**  
**Regular Meeting – August 7, 2009**  
**Shipman & Goodwin – 9:30 A.M**  
**Summary Meeting Minutes**

**Members Present:** Neil Pade, Dan Tuba, Jason Vincent, Marcia Banach, Chris Smith, Khara Dodds, John Pagini, Mary F. Savage, Patrice Carson, Don Poland

Chapter President Donald Poland called the meeting to order at 9:40 a.m.

**I. Adoption of Minutes** – June 5, 2009. A motion was made and seconded to adopt the minutes and said motion passed unanimously on a voice vote.

**II. New Business**

- a. Member at large nomination (Khara Dodds): Mr. Poland opened the discussion regarding the nomination of Miss Dodds to the Executive Committee. Mr. Tuba made the motion and Miss Banach seconded the motion. All members voted in favor, welcomed Miss Dodds to the Executive Committee and thanked her for being willing to serve.
- b. Sustainability Policy Paper Draft: Mr. Poland announced that Miss Moos drafted a policy paper and had sent it to Mr. Poland for review. Mr. Poland stated that he would distribute it to the Executive Committee upon completion of his initial review.
- c. Newsletter: Mr. Vincent announced that he was stepping down as Communications Chair and Miss Moos had agreed to take on that role. Mr. Vincent stated that he would continue to have a role in the newsletter and communications but Miss Moos would be assuming the main responsibilities of the position. Mr. Poland made a motion to accept the transition of Emily Moos as Communications Chair, effective November 1, 2009 and that Mr. Vincent would become an at-large member of the Executive Committee at the same time. Miss Carson seconded the motion. All members voted in favor.
- d. Policy Paper Update: Mr. Poland mentioned that Mr. Pellegrini had reported via email that the Policy Paper subcommittee would be meeting the afternoon of August 7, 2009 and there would be a report at the next meeting.
- e. President Elect: Mr. Poland announced that Miss Banach was President-Elect for the upcoming one year term.
- f. Discussion of Managing Change Workshop: Mr. Poland began the discussion of the Managing Change Workshop proposal submitted by Dr. Paul Maloney and the Executive Committee discussed the concept. Mr. Pagini stated that it appeared to be CM credit eligible and that it could be good for the conference.

Mr. Tuba stated that with the Boston conference rapidly approaching next year, the timing of which may interfere with the Regional Planning Conference next year, it may be a good topic for that conference. Mr. Vincent asked if any members of the Executive Committee had attended any of Mr. Maloney's workshops and in essence seen him in action yet. Mr. Vincent suggested that it might be important to see if he is an engaging speaker prior to committing substantial resources to such a workshop. Mr. Tuba stated that Mr. Maloney is a professor and that sometimes professors are less than engaging public speakers. Mr. Pagini asked if there were any references checked on Mr. Maloney and if Rockville Bank had positive feedback with their workshop with him. Mr. Tuba raised the question if this workshop could happen at the National Planning Conference in Boston next year. The Executive Committee continued to discuss the proposal briefly after which Mr. Poland stated that he would follow up with Dr. Maloney regarding references and some of the other questions raised by the Committee.

- g. VIP Email List: Mr. Poland stated that this was a question from Mr. Mills regarding the Chapter's interest in creating an email list for targeted audiences. It may be useful to CCAPA to have an email list of legislators and Mr. Poland asked if there was other email lists the chapter might want to develop in order to send our quarterly newsletter to. Mr. Poland asked if somebody would brainstorm on who to add to an email list such as CEO's (Town Managers), the Planning and Zoning section of the Bar Association, the Director of 1,000 Friends, Director of the Home Builder's Association, etc. It was suggested that any such email have an opt-out clause for disinterested parties. Mr. Vincent was asked if there was a "subscribe to newsletter" link currently on the website. Mr. Smith stated that he was able to commit staff to help with the legwork of looking up contact information for people identified as appropriate for a VIP email list.
- h. Proposed Budget: Mr. Poland announced that revenue was up and expenditures to date were lower than anticipated. Therefore, the Chapter is in good financial shape. Mr. Poland stated that the budget had been increased by \$2,000 this year. Mr. Poland said he was not supportive of the proposed budget increase due to the economy and the current surplus. Mr. Poland suggested that line 4100 be reduced 2k in the FY 09-10 budget, and that lines 7600 and 7900 be both reduced 1000 for a total revenue/expenses of 46,500k. Mr. Tuba asked if it was possible to add a line item for revenue or expenses for conference planning associated with next year's National Conference in Boston. Mr. Poland stated that it would be more appropriate to run those expenses or revenue items through the existing conference/workshop line items. Mr. Poland asked for a motion to adopt the budget as amended. Mr. Pagini made the motion which was seconded by Miss Carson. All members voted in favor.

### III. Reports

- Program Committee: Miss Carson reported that the Program Committee is thinking about next year's programs. She also reported that Hot Topics was a smash hit and the Chapter made a slight profit on it.
- Conference Committee: Mr. Tuba announced that the Conference Committee was not mailing a program, simply a preliminary program in lieu of a jumbo postcard announcing the conference. The entire program is online at SNEAPA.org. Mr. Tuba mentioned the ethics session for the conference. It was announced that Mike Piscitelli ROCKS and will be doing the ethics session at the conference with Sue Schwartz. Mr. Tuba stated that there is a great Conference Committee this year with many enthusiastic members.
- Member Services Committee: Skipped.
- Chapter Communications Committee: Skipped.
- Government Relations Committee: This report was received via email from Mr. Wood. No further comments.
- Professional Development Officer: Mr. Pagini reported that this CM cycle ends 12/31/09. There are currently two fall programs in the works with the Connecticut Transportation Institute; one on low impact development and one on corridor planning. Mr. Pagini has CD ROMs on ethics, law, energy planning and complete streets and also stated that APA is the provider for the distance learning elements. Mr. Pagini reminded the Executive Committee that self-reporting of up to 8 credits is an option, and Mr. Pade asked if the CDs could be put on the website. It was not clear if that was a possibility; however, the CDs could be available to be loaned out.
- Treasurer's Report: Received via email. No additional comments.

### IV. Other Business – None.

As there was no other business, Mr. Poland announced that the next meeting would be October 9, 2009 and the meeting was adjourned.