

CCAPA EXECUTIVE COMMITTEE
Regular Meeting – October 16, 2009
Shipman & Goodwin – 9:30 A.M
Summary Meeting Minutes

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

I. Adoption of Minutes – August 7, 2009. Was approved unanimously by all present with Miss Moos and Mr. Weiner abstaining.

II. New Business

1. Recommended Bylaw Changes: Mr. Poland presented the draft bylaw changes and explained to the Executive Committee that they were intended to serve a number of purposes including potentially increasing the capacity of the Board, provide for succession planning, to better facilitate the roles and responsibilities of the Executive Committee. Mr. Poland then proceeded to briefly run through the proposed changes and opened the matter up for discussion. Miss Banach said she was supportive of term limit changes particularly as it relates to the role of President elect and the immediate past president in that 7 years of duty is a long commitment.

Mr. Pellegrini commented that the officers of the Executive Committee manage the day-to-day work and are authorized to make decisions in between regular meetings of the entire board. He then stated that the entire Committee has budgetary authority and is responsible for setting the work plan. That is the way that the organization is set up at this point in time. Mr. Pellegrini stated support for the change in terms and support for reducing the immediate past president's term limit but that he is not in favor of the establishment of a vice-president position. Mr. Tuba commented on the proposal to establish deputy positions by reminding those present that the existing bylaws provide that any Committee can appoint a deputy to help. Mr. Tuba stated that succession is good; it provides training and education for the up and coming members of the organization. Mr. Smith suggested considering changing the term limits for the president elect, president, and past president. Mr. Poland asked if the vice-president position could take the place of the president elect position and if the immediate past president position could be eliminated completely.

Mr. Weiner suggested that Mr. Poland could appoint a committee to look at term lengths and the Committee's structure and responsibilities. Mr.

Weiner stated that he supports the member-at-large position and stated that the Committee may be lacking in geographical representation which is important because issues vary by region within the State. Mr. Vincent stated that perhaps having a Deputy Committee Chair position would help recruiting efforts on some of the standing Committees, particularly if the deputy could attend the EC meetings in place of the member. Mr. Poland stated that a small Committee would be formed by Marcia to evaluate the proposed changes. Mr. Vincent stated that the bylaws may provide a process of merit.

On the topic of Committees, Mr. Wood stated that he is looking for a deputy at this point in time. Mr. Pellegrini stated that the Executive Committee members have the ability for email votes now and doesn't feel that there is a need for an advisory committee at this point in time. However, if sometime the Executive Committee becomes largely unsuccessful or very, very successful the need for an advisory committee may be revisited.

Mr. Pellegrini said that CCAPA as an organization is guided by its leadership group and the commitment of same. It is the involved members that make the chapter what it is based upon the level of effort that is expended. Mr. Tuba clarified for the group that the bylaws state that there must be no less than 4 meetings a year. Mr. Poland reiterated that a committee would be formed to review the matter in depth and with that the discussion was closed at this time.

2. Sustainability Paper: Miss Moos presented the sustainability paper that she had drafted at the direction of the EC. She asked if this paper would fold in with the other policy papers and stated for the Committee that APA has a sustainability policy and that Senator Dodd is introducing legislation to give money to sustainable projects. Mr. Poland thanked Emily for stepping up to write the paper and said that it was a very good paper. Mr. Pellegrini stated that the policy paper could be presented at the annual meeting at the Regional Planning Conference.
3. CCAPA Policy Paper – Update: Mr. Pellegrini stated that the plan was to present the housing and regionalism and sustainability papers at the annual meeting at 8:00 a.m. Mr. Poland thanked Mr. Pellegrini for organizing the policy paper process and working with John Guskowski on same.
4. Managing Change Proposal: Mr. Poland stated that after further discussion the presenter had offered to do a short program for the Committee and Mr. Poland suggested that perhaps an hour and a half lunch program in midwinter would be appropriate. The EC agreed with Mr. Poland and unanimously decided to refer the matter to the program

committee. Mr. Poland stated that he would discuss the matter with Miss Carson.

On a separate note Mr. Poland stated that the awards committee program would most likely be on December 4.

5. Value of Planning: Mr. Poland raised the question for the Committee if the web page should have a section that describes the role and responsibility as well as the value of Planners. Mr. Pellegrini suggested that the Chapter work through CCM and reach out to newly elected officials. Mr. Smith suggested that a canned presentation approximately one hour in length that any member of the Executive Committee could present would be appropriate. Mr. Poland agreed that there should be a canned presentation. Mr. Pellegrini suggested that the Communications Committee take the lead on this matter. Mr. Weiner cautioned the group to consider to partner with other agencies that the chapter is working with, and not be too self-serving. Mr. Poland stated that he would follow up on the matter with Miss Moos.
6. Conference Committee Report: Mr. Tuba stated that everything is on schedule and Mr. Smith stated that the conference appears to be very successful this year which is somewhat surprising given the state of the economy. Mr. Tuba announced that next year there would be no regional conference due to APA Nationals 2011 Conference in Boston. Mr. Poland suggested that Connecticut or Rhode Island step up and fill the gap and sponsor a regional conference next year. It was suggested that perhaps a full or one day event might be appropriate. Mr. Pellegrini suggested that the Executive Committee rely on the conference committee to come up with the best solution to this matter.

III. Reports

- Professional Development Officer: Via blackberry, Mr. Pagini reported that there are many pending programs and the 8 credit self-reporting option. Mr. Pagini has been lending the CD ROMs out upon request.
- Government Relations Committee: Mr. Wood stated that this had been a short session and that the smart growth working group was reconvening. Mr. Tuba and Mr. Pellegrini stated that they would be attending. Mr. Wood clarified that the discussion is about developing an agenda for the next legislative session. Mr. Wood welcomes feedback and asked if the EC wants to take a position on either of two smaller issues: (1) Noticing of meetings on website in lieu of newspaper advertisement, and (2) The State fee increase for DEP. Mr. Wood also suggested that CCAPA may want to consider adding more money to a line item for a lobbying firm in the future.

Mr. Wood stated that he recently attended a policy conference in Washington and would be sending out an e-blast on the matter.

- Member Services Committee: The member services committee reported that membership is steady and that members should go to the member's only section of the website and register if they have not already. Mr. Weiner also stated that he is having difficulty identifying counterparts in other chapters and asked for assistance with the matter. Mr. Poland stated that he would contact APA and chapter presidents looking to have the membership services person in the chapters identified.
- Program Committee: Skipped.
- Treasurer's Report: It was reported that the Chapter received an \$800 penalty related to filing of tax returns past the deadline. The treasurer also reported that the mutual fund is coming due for renewal and questioned if we should put more money into the mutual fund. Mr. Tuba suggested that we roll over the mutual fund at this point and then wait until after the conference to assess the advisability of putting new money into a mutual fund.
- Communications Committee: The newsletter is being finalized now, and after this newsletter Emily will be the new Chair of the Communications Committee. It was asked if the newsletter is being phased out and the EC discussed the merits of the hardcopy newsletter vs. a web based information center only. Mr. Vincent stated an interest to work more on developing the web site and Miss Moos stated that there was still merit to a hard copy newsletter. The EC suggested that some material may be phased out of the newsletter while there may be an opportunity for new content or information to be published in the newsletter format. Mr. Weiner asked Mr. Vincent if he could obtain a one page tutorial on how to update the website. Mr. Vincent stated he would follow up on that. Mr. Poland stated that he felt that there was value to both the web based information and the newsletter at this time. Mr. Pellegrini asked if there was a way to format the newsletter to a digital lead and Mr. Vincent responded that it is already a dynamic PDF format. Mr. Pellegrini clarified that he is interested in having an index type of section in the electronic newsletter and Mr. Vincent said that was certainly doable.

IV. Other Business – Mr. Poland announced that APA enacted a \$10 fee per member per chapter which was discussed at the leadership meeting to address a shortfall.

As there was no other business, Mr. Poland announced the next meeting was on December 4, 2009 and the meeting was adjourned.