

CCAPA GENERAL AND EXECUTIVE COMMITTEE MEETING

April 1, 2005

Attendance: Mark Pellegrini, Mike Piscitelli, Bruce Hoben, Mary Ellen Kowalewski, Marcia Banach, Chris Smith, Jason Vincent, Dan Tuba, Susan Westa, Don Poland, Alan Weiner and Patrice Carson. Horace Brown, chapter member.

General Meeting Notes

Mark Pellegrini called the meeting to order at approximately 9:45 a.m. The meeting is organized in two parts (1) a presentation to the general membership for the purpose of presenting and discussing two upcoming chapter votes: proposed amendments to the dues structure and proposed amendments to the chapter bylaws. (2) executive committee's monthly business meeting. Mark noted that the chapter vote matters were introduced at the annual meeting in Springfield and have been discussed in detail at subsequent executive committee meetings. Notice of the general meeting, with background information, was forwarded by email to members and the listserv.

Dues Increase. Regarding the dues structure, the central proposal is to change the chapter dues from the current flat rate to a formula-based rate set at 30% of a member's national dues. Mike reviewed the process for the chapter vote and handed out a mock ballot. Alan noted that an up-to-date membership mailing list will be used. Alan noted that the proposed dues structure proposes no change to the chapter-only dues of \$37.00. Consensus that we may need to revisit this item at a later date.

Chapter Bylaws. Regarding the chapter bylaws, Dan noted that several changes were made following the executive committee meeting in February. Bruce asked for and received clarification regarding the composition of the nominating committee. Dan noted that the proposed bylaws also will undergo a consistency check by the national office.

Executive Committee Minutes

Chapter Vote

The executive committee authorized the proposed amendments to the dues structure for the chapter vote. Motion - Tuba, second – Smith; motion passed 12-0. The executive committee authorized the proposed amendments to the bylaws for the chapter vote. Motion - Tuba, second – Banach; motion passed 12-0.

Approval of Minutes

Minutes of the Executive Committee meeting of February 4, 2005. Approved with typographic corrections. Motion - Carson, second – Weiner; motion passed 12-0.

New Business

Web Site Consultant. Mark noted that the RFP for a consultant to reconstruct the chapter's web site was released and the closing date has passed. The chapter received 10 responses. The web site committee (consisting of Mark Pellegrini, Jose Giner, Bill Sweeney and Val Ferro) is now reviewing the proposals and will get to a short list well before the next meeting. Mark asked for and received authorization to select a consultant following interviews with the web site committee. Motion - Banach, second – Carson; motion passed 12-0. Dan noted that we need to guard the domain name from others (recent deregulation has led to

name grabbing). Mike noted that extra copies of the submissions are available should anyone wish to have a look.

Program Committee. Mark reported that there are several upcoming programs: April 23 (Stormwater Management); April 27 (Land Use Symposium); June (Legislative Wrap-up). Over the course of the summer, the following programs have been identified but not confirmed: August (social event); Sept/Oct (transportation program); and November (regional conference in Newport). Regarding the transportation program, Erin O'Hare has expressed interest in doing a program on development review. Regarding the regional conference, Dan noted that the call for presentations is expected shortly. Some are concerned that we are falling behind on conference planning; Dan will follow up with the Rhode Island lead people.

For 2006, several program ideas were discussed. Patrice will contact Linda Farmer and Christine Nelson re: drawing program. The Partnership for Strong Communities is hosting an event at the Lyceum, potential link here with our social event. Mary Ellen Kowalewski will follow up.

Don noted there is interest in doing a neighborhood affordable housing program. Perhaps tie in with the Connecticut Housing Coalition and doing more CCAPA outreach at other events.

Patrice asked about speaker fees and insurance protocols. Don and Chris will look into three insurances: directors, liability and event polices. Mark will check with national re: their insurance programs and guidance.

Nominating Committee. Dan Tuba was appointed to chair the nominating committee. Motion - Carson, second - Banach; motion passed 12-0. Dan will appoint the rest of the committee and set a target date for candidates (May 13). The nominating committee will forward a slate by memo to Mark and the Executive Committee.

Membership Directory. Alan reported that membership is up to 470. The directory is running behind schedule. Alan to follow up with Jeff Mills on ad sales. Considerable discussion about size and content. Bruce noted that Planimetrics has reduced the directory to an executive size paper.

Financial Statement. Bill Sweeney presented the April financial statement, which indicated year-to-date expenditures of \$9,101.48 and an overall account balance of \$13,828.23.

Scholarship. Mike reported that just one candidate applied for the scholarship. Craig Minor, Liz Stocker and Mary Savage to review and submit a recommendation.

The meeting was adjourned at approximately 12:00 p.m. The next meeting is scheduled for June 3 in Hartford.

Michael Piscitelli, AICP
Secretary