

CCAPA EXECUTIVE COMMITTEE MEETING
APRIL 27, 2007
SHIPMAN & GOODWIN
9:30 A.M.

Minutes

President Pellegrini called the meeting to order at 9:50. In attendance was President Pellegrini, President elect Don Poland, Patrice Carson, Marcia Banach, Alan Weiner, Dan Tuba, John Pagini, Mary Ellen Kowalewski, Laurie Whitten and Matt Davis(who arrived at 10:00)

I. Adoption of Minutes of February 2, 2007 Motion to approve by Don Poland, seconded by Marcia Banach – Approved by unanimous vote.

II. New Business

1) **Diana Donald Scholarship Award** – A subcommittee of Patrice Carson and Mary Ellen Kowalewski and Laurie Whitten will review and finalize

2) **2007 Work Program** President Pellegrini suggested that the 2007 schedule needed to be finalized, inclusive of exam preparation, and deadlines, retreat. Secretary Whitten can email finalized calendar which could be approved via e-vote.

3) **FAICP Process** President Pellegrini explained that eligible chapter members would be forwarder to executive committee. The list should be added to the website. John Pagini had been working on process to dovetail with National APA. Letters of interest should be submitted by June Meeting , with the final award being presented at 2008 National Conference in Las Vegas Nevada. Don Poland suggested that Bruce Hoben be nominated from the CCAPA executive committee. Horace Brown was also suggested. President Pellegrini explained that a candidate has to have made a difference nationally. A general discussion by the committee ensued regarding qualifications and previous applications. A general consensus of the committee decided to nominate Horace Brown. All eligible candidates will be listed on the website for chapter members to consider.

4)**Discussion and Review of Executive Retreat Notes** President Pellegrini stated that he was waiting for comments to be received from Chris Wood. In general, things to do include improved government relations, and creating position papers. With such position papers the question is whether we should consider alternative models, pick priority issues, and determine whether they should be approved by the Executive Committee. Secretary Davis suggested that we need more assistance with lobbying. In addition, record keeping and archiving, Perhaps Policy guides for the community to

reference., President elect Poland concurred. President Pellegrini added that the issue is looking at our government relations practice and potential change. Mary Ellen Kowalewski stated that the better archiving of positions would be a better function of the organization. Alan Weiner suggested that we could use National position papers as guide and reference. As a summation, President Pellegrini suggested that we create an alliance of networking, i.e. ..list organizations that we should try to network with, and affiliations that already exist. Then we could meet with other executive committees, such as CEDAS and CTBAR. A general discussion followed with concern that other organizations be “centrist” to CCAPA ideas and philosophies. Some organizations are more left or right, while others are more specialized such as ICSC and Homebuilders Association. John Pagini suggested that “outreach” might be a better term rather than partnership with other organizations. President Pellegrini suggested that CCAPA should proceed with a fact finding of other organizations to determine which ones to affiliate with, to be decided by executive vote. A general consensus agreed.

Also discussed was a future membership recruitment. Don Poland suggested that everyone write out a detailed job description of their respective job titles. This way recruits could have a better understanding of what the positions entail. Alan Weiner commented that the outgoing members can assist the incoming. President Pellegrini reminded the committee of the New Members Reception Thursday May 31st at the Hartford Club at 5:00 or 5:30. There would be no charge for attendance, but a cash bar. Patrice Carson suggested one free drink per member. Alan Weiner agreed to send out the new member list, so President Pellegrini could send out invitations to the new members. Discussion turned to the possibility of a student reception. Realizing that CCAPA did not have a student representative, John Pagini agreed to seek some contacts.

Another area discussed at the retreat was the value of membership. It was agreed that every event should have time set aside for networking. Dan Tuba believed that the best programs are held over lunch with a program at the end.

5)Report on Administrative Services Solution Process Don Poland relayed that he had interviewed 3 out of 5 candidates as scheduling was difficult. He will schedule the final 2, and come to a decision. Don Poland then explained that this has been a cumbersome effort as far as time, effort and cost. Dan Tuba requested that Don finish the task, and prepare a short report. Alan Weiner commented that other organizations have similar

situations. He questioned the feasibility of pooling resources with other organizations. Don Poland believed that it would be too difficult with too many budgets, newsletters, and time frames. All agreed that some tasks could feasibly be farmed out.

6) President Pellegrini requested to add an agenda item regarding the Planning History Program. He has a tentative date set up with CCSU, but needs a corporate resolution that he as President is authorized to execute and speak on behalf of the CCAPA. Motion was made by Mary Ellen Kowalewski, seconded by Don Poland for such a resolution. President Pellegrini then had Secretary Whitten sign the Certified Resolution.

Discussion continued regarding other programming items. Patrice Carson announced that the first quarterly planners luncheon is scheduled for May 18, 2007 at the Yankee Silversmith Inn in Wallingford. The topic will be What the Planning Commission should do regarding water management. The following luncheon will be a Friday in September. Both John Pagini and Dan Tuba commented that the dates need to be set in advance, which was agreed by consensus. John Pagini also commented that unless the program lasted at least an hour, that credits could not be granted. Discussion then moved towards other programs that should also be added to annual calendar inclusive of OPM/DEP Session on Sewer Service Areas in June, Hot topics with legislative update in June, Lunch in September, Regional Conference on October 10, 11, and 12, Planning History in November, and a Lunch in December. Mary Ellen Kowalewski commented that CCAPA could sponsor canned APA programs. All agreed that a fixed schedule needed to be set for the rest of 2007, and ready for 2008, and that sessions need to be geared to receive credits.

III. Reports

- **Treasurer's Report** Treasurer Davis explained that the insurance, vendors, consultants have all been paid. Taxes will be filed by May 15. Dan Tuba commented that disbursements needed to be paid from the last conference, and make sure numbers agree.
- **Government Relations Committee** – tabled, however a comment from Don Poland who stated that this year's legislative session is very crazy, and unpredictable.
- **Program Committee** discussed previously
- **Professional Development Officer (CM Program: AICP Classroom: 2008 FAICP)**
John Pagini announced that there are 280 AICP members in the Connecticut Chapter,

which translates to a large responsibility to provide credit courses.. The regional conference should have at least 1.5 credits in each of legal and ethics topics to assist in meeting the required cpd credits. John Pagini then discussed the final requirements of the cpd credit program. In sum, 32 credits will be required every 2 years, with specific requirements where the credits are obtained. Beginning April 14, 2007, all credits from the 2007 season can be carried over to the next year. There is still no conclusion as to how much other organizations will have to pay in order to qualify and offer cpd credits. John Pagini handed out a memo discussing the cpd credit program requirements. Don Poland commented that the APA credit site will be down as of May. Keep track of your credits for when the site is once again available. Don Poland suggested that it is time to seek an assistant and ultimately a replacement for PDO Pagini, as the position is now requiring much more work than in the past. Discussion moved toward cpd credit courses, and how the chapter needed to tap into local talent and be creative.

•**Chapter Communications Committee** Marcia Banach stated that Jason Vincent will succeed her in 2008, but will be working with her through the next 3 newsletters to learn the process. Also assisting are Stephen Shaw and Jeff Mills. Deadline for the newsletter is currently 1 ½ months, but that time frame should be shortened as the newsletter goes digital. PDO John Pagini stated that he would be sending a “post” newsletter memo to chapter members explaining the process for posting cpd credits. Marcia Banach commented that companies and firms can still sponsor a page for ads in the e-newsletter. Both Mary Ellen Kowalewski and Alan Weiner commented that the directory and database needed to be finalized. President Pellegrini stated that as of January 2008, the newsletter will be all electronic. At this point the front page layout should be improved. General comments also included the need to make links more obvious, and that the first page should be entirely visible in one screen. Stephen Shaw needs to be directed as to how different items should be located. Attachments can be placed on the CCAPA listserves. Marcia Banach reminded committee that the deadline for the next newsletter is May 15. John Pagini relayed that Tom Morano with the CBI series can get books in advance at a major discount. He requested that CCAPA purchase these books in advance. General consensus concurred.

•**Member Services Committee** Alan Weiner commented that he needed to discuss the directory with Stephen Shaw and Mary Ellen Kowalewski. Marcia Banach stated that his would be integral to the transition. Alan Weiner then stated that he would be

passing new member information to President Pellegrini for the new member session.

IV. Other Business

Meeting was adjourned at 12:30.

Respectfully submitted by

Laurie Whitten
CCAPA Secretary

[Approved by unanimous vote at executive committee meeting held June 1, 2007]