

CCAPA EXECUTIVE COMMITTEE MEETING
FEBRUARY 2, 2007
SOUTH WINDSOR TOWN HALL
9:30 A.M.

MINUTES

The meeting was called to order by President elect Poland. Also in attendance were, Marcia Banach, John Pagini, Dan Tuba, Alan Weiner, Chris Wood, Mary Ellen Kowalewski, and Laurie Whitten.

I. Adoption of Minutes of December 1, 2006 - Approved

II. New Business

1) Report and action on newsletter, directory and website subcommittee report

Marcia Banach reported that the subcommittee had met with Steve Shaw and had input from Jeff Mills regarding whether CCAPA should switch from paper newsletters to electronic newsletters, and whether we should provide some additional services on our website. Certain issues were brought up for discussion:

- Should we allow links from other websites to our website. It was noted that links can lead people away from our website. Steve Shaw indicated it can be set up so that the user can have multiple websites open simultaneously, thus checking in on another site while not leaving our site.
- Would website advertising be as effective as hardcopy advertising in the newsletter? It was the general consensus that advertising on the website was as valuable as on hardcopy.
- Should the member directory be added electronically to our website rather than published as hardcopy every two years? The site can be set up with areas that are accessible to members only, and a directory can be established as a searchable database. (The website is already searchable.) Members would have the ability to log on to and keep their personal data updated. CCAPA can put whatever we want in the “member profile;” and can set it up so that the member decides which of the data can be viewed by other members and which data stays hidden to all but the administrators.
- Electronic newsletter. If we go full electronic with the newsletter, timeframe for publishing will be diminished drastically, so the newsletter can be more timely. If CCAPA so chose, we could publish more editions per year. There are no space constraints, and the “multiples of 4 pages” rule that dictates our hardcopy length would be gone. The current edition of the newsletter would be available to members only, with back issues viewable by the general public. CCAPA would e-mail members that the latest edition is available on the CCAPA website and provide the link in the e-mail.

- The cost for setup is estimated to be about \$3,000.00..
- The subcommittee recommends that the Chapter transition the newsletter to full electronic over the next year. The April newsletter would contain an article describing the upcoming change. The next two newsletters (July and September) would be published in both hardcopy and electronic format. Finally, January 2008 would be the launch date for the full electronic newsletter. The subcommittee also recommends that the member directory be added to the website as a database rather than published in hardcopy.

There was general consensus for the subcommittee to go forward with recommendations.

Marcia requested that Chris Wood and Mark Pellegrini be added to the subcommittee.

Alan Weiner requested that emails for members be obtained for password access

2) Report on AICP Certification Maintenance proposal John Pagini reported that there had not been official statement from APA. He had the sense that a lot of negative feedback was received, and not many critical comments from other chapters, inclusive of MA and RI.

3) Report on status of University liaison work John Pagini commented that it would be good to use the website to match interns up with potential jobs. Such an “intern page” has been used successfully elsewhere. Dan Tuba agreed and suggested that CCAPA should also provide a PDF on webpage on tips to break into planning.

John Pagini continued his report stating that CCAPA is working with UCONN to possibly create new planning program. This is in very preliminary stages. However, word got out, and there were some misunderstandings, which caused some internal political uproar within the urban studies program. At this point, CCAPA is taking a backseat approach, trying not to overstep any bounds, yet desire to pursue is certainly a must.

4) 2007 program schedule Patrice Carson reported that she has been investigating locations for future events. Yankee Silversmith Inn in Wallingford is a strong possibility. One seminar in the works is Regulating square footage for retailers, to be presented by Bill Voelker, perhaps in March. Dan Tuba commented that Mark Pellegrini is prepared to present the history of Planning in CT as a kick off for lunch meetings. No date was set. Chris Wood commented that Dwight Merriam’s sketch is very good. John Pagini stated that he was working with Community Builders Institute and C-dash people, 6 session planned, 3 may be in collaboration with CCAPA. There will be a crash course in economic development to be held at Northeast Utilities, other topics may include place making, etc. Dan Tuba suggested New Urbanism, Chris Wood suggested Affordable Housing. Mary Ellen Kowalewski suggested that CCAPA

could cosponsor CRCOG web conferences, and consider cost sharing. John Pagini commented that the credits may be split, depending on the course. He also stated the NE Utilities has offered their fully equipped facilities for seminars. John asked that the March 31, AICP classroom be added to the CCAPA schedule

- 5) **Recommendations for CPC grant application** Chris Wood sent around some legislative information. Don Poland will work together with Chris Wood as subcommittee. They will come back from with proposal from government relations committee

III. Reports

- **Treasurer's Report** Matt Davis absent. No final report. Dan Tuba will be taking over the taxes.
- **Government Relations Committee** Chris Wood relayed that many bills had been raised. some good, some bad. Some are return of fees if no action taken, eminent domain, smart growth, no public hearing for subdivisions if less than 25 lots, and the big issue, housing. Dan Tuba stated that a watch should also be kept on the alternative sewers bill. Chris Wood commented that it would be helpful to receive more assistance with legislative committee. Hard to keep on top of things with so few people.
- **Program Committee** Patrice Carson stated that this was discussed under the 2007 program schedule.
- **Professional Development Officer** John Pagini announced that there are a potential 31 AICP candidates. The FAICP has no guidelines to initiate yet.
- **Chapter Communications Committee** Marcia Banach reminded all about the February 15 deadline for the newsletter. Mary Ellen Kowalewski will prepare an article on the Transit Oriented Development workshop. Dan Tuba suggested that all contributors to site should include a removal date. John Pagini would like to see more advance notice on programs. Patrice Carson suggested that there should be a program committee.
- **Member Services Committee** Alan Weiner reported that the membership was up around 500. CCAPA e-news was working well. Mary Ellen Kowalewski questioned what the budget impact from the new dues was. Don Poland responded that he spoke with Matt Davis, and it appeared that the numbers seemed real good. Attendance has

increased, and Shipman and Goodwin do not charge for the venue. Alan Weiner commented that once the transition to electronic news, we will have better quality control and up to date information. Patrice Carson was looking into pay pal for conference registrations. May need to create a blacklist for non payment. .

IV. Other Business Dan Tuba reminded everyone about the March 2 retreat, and was seeking topics for discussion.

The meeting was adjourned at 11:35

Respectfully submitted by

Laurie Whitten, CCAPA Secretary

Approved at CCAPA Executive Meeting April, 27, 2007