

## CCAPA EXECUTIVE COMMITTEE

February 4, 2005

### MINUTES

Members present: Mark Pellegrini, Don Poland, Bill Sweeney, Dan Tuba, Mary Ellen Kowalewski, Mike Piscitelli, Chris Smith, Alan Weiner, Marcia Banach, Patrice Carson, Chris Wood.

#### **Approval of Minutes**

1. *Minutes of Executive Committee meeting of December 9, 2004.* Approved by 11-0 vote. Motion—Carson, second – Poland.

#### **New Business**

1. *Review of Draft Bylaw Revisions.* Dan Tuba and Alan Weiner presented the proposed new chapter bylaws, as prepared and reviewed by a working group over the past several months. The new bylaws are intended to improve the general function of the organization and correlate many of the committees with the recommendations contained in the new strategic plan. Dan noted many of the major material items, including a reorganization of the officers' terms and titles. The President's term, for example, would be three years. The Vice President position is eliminated in favor of a President Elect position. Terms are staggered so that officer transition does not occur all in the same year. The draft was clarified so that it was clear the intent here is for future presidents to be elected as President Elect, serving in that capacity for one year and then serving one (limited to one) three-year term as President. The Executive Committee reviewed the draft and several additional edits need to be made before this draft is put to a vote of the membership. The material amendments are as follows:

- Article VI.F.4. Decisions of the executive committee shall require an affirmative vote of the meeting quorum.
- Article VII.B - D. There shall be no minimum number of AICP-certified members on the program and member services committees. The publicity committee shall have at least one AICP-certified member.
- Article XI.A.1. A Chapter vote shall not be required for adoption of a chapter position on planning issues of public significance.

Upon reaching consensus on the amendments, the Executive Committee authorized that the amended draft bylaws be brought to membership for adoption. Motion – Smith, second – Kowalewski. Approved 11-0.

2. *TCORS Contract for Legislative Services / budget amendment.* The TCORS contract requires a budget transfer of \$3,100 from cash reserve (total contract amount is \$3,600). Motion – Banach, second – Poland. Approved 10-0 (Sweeney, abstained).

3. *Dues Increase.* Mark reviewed the status of the dues increase proposal. Consistent with the discussion at the annual meeting, we would like to go forward with a “35% of National” dues structure. Bill Sweeney estimated that the revenue in this fiscal year would be limited and between \$2,500 - \$4,000 over the next 12 months. Mark handed out the rationale and policy memo. The Executive Committee authorized that the dues increase proposal be brought to the membership for adoption. Motion – Tuba, second – Sweeney. Approved 11-0.

Note: The Chapter Officers will handle the logistics and administration of the chapter vote for both the dues increase and bylaw amendments.

4. *Web Site RFP.* Mark and Mike reported on the status of the Web Site RFP. It is out for companies to respond with a response date set for March 1. Copies of the RFP were made available to committee members and all were encouraged to spread the word. Mike needs to post on the listserv.

5. *Financial Statement.* Bill Sweeney presented the financial statement, which indicated balances of year-to-date expenditures of \$4,067.89 and a balance of \$7,719.57. Recent conferences are having a positive effect on the budget. Alan inquired about the conference revenue sharing agreement. Bill noted that he has not yet received the rebate from the Springfield conference. The financial statement was approved. Motion – Smith, Second – Carson. Approved 11-0.

6. *Legislative Committee Update.* Chris Wood provided an overview of the early work of the legislative committee and handed out the current bill tracker form. Several noteworthy items include a proposal to consolidate boards and commissions, amend the requirements for municipal plans of C&D and several housing bills. The affordable housing bills may advance further in this session given the changes at leadership.

7. *2005 Regional Conference.* Dan Tuba is serving as the chapter's representative on the regional conference planning committee. The conference will be held Wed. Nov 9 and Thur. Nov. 10 in Newport, Rhode Island. Call Dan with any suggestions or updates. Susan Westa, as a PDO responsibility, also will assist with conference planning.

8. *Newsletter.* Newsletter deadline is Feb. 15 for the April newsletter. Marcia reported that we are now back on schedule with the newsletters. This one will not have a delay.

9. *Diana Donald Scholarship.* Mike reported that the Diana Donald Scholarship is out. The application deadline is March 24.

10. *Membership.* Alan reported the membership census is at an all-time high 475. The membership directory update form is available on the web site. It will be late this year. Bill asked about advertising revenue; Alan will track.

11. *Program Committee.* Patrice to set up a program committee meeting to review the balance of the year's programs. The year's first program – a design workshop at CCSU – was a big success. There was an issue with insurance, which – consistent with the new bylaws – the chapter will need to take out policies and appropriate coverages. For this event, the co-sponsoring regional planning agency covered the insurance. Related upcoming event: Land Use Symposium (April 27), a joint venture of CCAPA, Home Builders, CLEAR and others. CT Partnership for Strong Communities, Mark and Don are meeting with them to discuss a future program.

The meeting was adjourned at approximately 12:30 p.m. The next meeting is scheduled for April 1 in Hartford.

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Michael Piscitelli, AICP  
Secretary