



**CCAPA Executive Board
Meeting Minutes of October 12, 2018
Shipman and Goodwin, Hartford, CT**

President Michael Piscitelli called the Executive Board meeting of October 12, 2018 to order.

In attendance: Patrice Carson, Emily Hultquist, Amanda Kennedy, Abby Kenyon, Rob Phillips, Steve Sadlowski, Chris Smith, and Alan Weiner. Rebecca Augur, Khara Dodds, and Jonathan Reiner attended via phone.

Meeting Minutes of June 1, 2018

The Board reviewed the meeting minutes of August 3, 2018. A. Weiner noted the 'Membership' section should be corrected to read "for the first time *in several years*, there are over 400 members."

A. Weiner made a motion to approve the meeting minutes of August 3, 2018 as amended. E. Hultquist seconded the motion. Vote passed (9-0-2). C. Smith and S. Sadlowski abstained.

President's Report –M. Piscitelli

M. Piscitelli reported the Chapter had to update the bylaws as part of chapter's performance criteria. The Chapter voted to approve the amendment in September. M. Piscitelli thanked everyone for the work on it and asked A. Kenyon that it be posted to the website.

M. Piscitelli noted October is Community Planning Month. The month kicked off with an event in Stamford. Stamford's Mill River Park was recognized by APA Great Places in America program. He reported the event was very successful and there was good news coverage. E. Hultquist suggested a news clip be posted to the website. M. Piscitelli said a reporter was interested in doing a deep dive and would perhaps do a larger statewide story about the revitalization of center city parks.

M. Piscitelli said planning for the Transport for Hartford summit is progressing. E. Hultquist is working with MaryEllen to organize the event. He noted it is largely a citizen event and it will be important to convene the facilitators and work with them in advance.

SNEAPA will be held next week. M. Piscitelli thanked all of the volunteers and said the special edition of the magazine highlighting the conference provided a great preview. He noted the

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SNEAPA Committee will be viewing the space and doing a walkthrough later today. M. Piscitelli said in preparation for the Chapter Meeting, slides will be posted to Basecamp. He asked that everyone update their slides and submit them. M. Piscitelli asked the Board for ideas for a new exercise to engage the membership at the Chapter meeting. The Board discussed possible exercises and said a discussion about the key topics the new administration should focus on may be a worthwhile exercise.

Discussion Topics

Development Plan

M. Piscitelli said he met with E. Hultquist to discuss the strategic plan. He said during the meeting, they identified a need to start planning initiatives and discussed the possibility of leveraging funds the Chapter has to support this. For example, when looking at the topics discussed over the past several retreats, a handful of bigger topics have been discussed, which the Chapter could use funds to move them forward. M. Piscitelli said for example, the Chapter could consider spending funds on a UConn study for a planning program, drafting a white paper on the need for an office of state planning, or on developing manuals that explain statutory requirements. He said at the upcoming retreat, the Board will consider these topics in more detail and this will be the format to inform the Development Plan. M. Piscitelli noted he expects the Board to vote on the Development plan in December. The Chapter would look toward identifying an emeritus-type group to assist on this next year.

Treasurer's Report

K. Dodds reported FY 18 was closed out, with revenues exceeding expenses; she reported \$54,000 in revenue and \$48,000 in expenses. She noted the FY 19 budget passed, with \$60,000 in revenue and expenses expected. K. Dodds provided an overview of the SNEAPA ledger. She noted revenue exceeds expenses but not all expenses have been accounted for yet, so the final expenses will come in higher than what is shown on the ledger. In response to a question from P. Carson regarding the Chapter share of SNEAPA revenue, K. Dodds said each Chapter typically receives \$10,000 from SNEAPA. However this year, the Committee is projecting revenue of \$7,000 because expenses have gone up.

Committee Updates

Communications

R. Augur said the website is up and running. She said there are some issues that have to be worked out with APA National, such as the job board, but other than that, all content has been transitioned over. She asked the Board to review the website and let her know if there are any changes needed. R. Augur noted the website is linked to APA National's calendar. All events will have to be posted to APA National in order to be visible to members. There was a discussion about use of the calendar and the process for adding events. R. Augur asked J. Guszowski and A. Kennedy to review the Policy and Advocacy webpage. Other Committee Chairs were asked to review the website and let R. Augur and A. Kenyon know what needs to be changed.

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In response to a question from A. Weiner, R. Augur said there would be a transition period so if someone visits the existing webpage, they will be redirected to the new website.

R. Augur reported the special edition of the magazine went out this week. The Massachusetts and Rhode Island Chapters also sent it to their members. It was noted this was a good boost for their sponsors. R. Augur asked A. Kennedy if the next issue should focus on legislative issues. There was a general discussion about the timing of the next issue and the Legislative Breakfast. A. Kennedy will report back to R. Augur on this to decide if the March or June issue should cover legislative issues.

Program/PDO

S. Sadlowski highlighted upcoming programs, including the CT Trails symposium. He reported he is preparing for the AICP classroom review. In response to a question, S. Sadlowski said three out of five candidates passed the recent exam.

J. Davies reported the Program Committee met in September. It was decided to move the Art of Planning event to January. The event will highlight towns coming on board with the Sustainable CT program. J. Davies also noted six sessions at the CCM conference are eligible for CM Credits.

Membership

A. Weiner said he has not received monthly membership reports from APA. He has followed up with APA but has not received a response. The Board discussed the new website and the use of APA National's membership directory.

Government Relations

A. Kennedy reported she attended the Planning and Advocacy Conference, including a session focused on housing and how planners can be advocates. She also noted APA is releasing three policy papers on equity, housing, and transportation. J. Guskowski attended the Housing Working Group Committee, which discussed the development of state guidance on regional housing needs and statutory requirements to advance housing options. It was noted the Chapter needs to get more involved in housing in the state.

SNEAPA

M. Piscitelli said he emailed slides for the Committee members to complete, which will be used for the Chapter meeting. He noted he would like to keep the Chapter meeting brief and allow more time for a group exercise. There was a discussion about an exercise. It was suggested the membership discuss issues that they felt may be overlooked and should be addressed by the next Governor.

UConn/Planning Education

R. Phillips noted there have not been any changes since the last meeting. UConn needs a critical mass of professors and students for the program. M. Piscitelli asked what the accreditation process is for a planning school. R. Phillips said he would look into it.

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Scholarship/Amendment to Guidelines

A. Kenyon reported the project for Manchester has been closed out. The agreement with Hampton has been executed and work is underway.

Chapter Awards

R. Phillips distributed a list of awards that have been awarded over the past ten years. He noted the criteria for the Bruce Hoben award is well defined while the Special Chapter Award is not. The Board reviewed the list of awards. It was the consensus that over time, the names of the awards were changed and tailored to fit the project receiving the award. The Board discussed criteria for the Chapter Awards. It was decided the Awards Committee should decide the criteria for the Chapter Awards and the Board would decide the Bruce Hoben Award. It was also noted the number of awards can vary from year to year depending on the quality of the projects submitted however, four to five awards would be the ideal target.

Adjourn

The meeting was adjourned at 11:40 a.m.