



**CCAPA Executive Board  
Meeting Minutes of February 1, 2019  
CME, East Hartford, CT**

President Michael Piscitelli called the Executive Board meeting of February 1, to order.

In attendance: Rebecca Augur, Patrice Carson, John Guskowski, Emily Hultquist, Amanda Kennedy, Abby Kenyon, Rob Phillips, Steve Sadlowski, and Alan Weiner. Invited guests, Erin Howard and Marek Kozilowski.

**Meeting Minutes of January 17, 2019**

J. Guskowski made a motion to approve the meeting minutes of January 17, 2019. P. Carson seconded the motion. Vote passed (9-0-0).

**President's Report and Discussion Topics**

M. Piscitelli highlighted the contributions Dan Tuba made to the Chapter and the impact he had. Board members shared memories they had of Dan. E. Hultquist suggested the Chapter may want to consider naming a library/archive in Dan's memory. The Board also discussed contributions that were received in Dan's memory. It was suggested the funds could be used for a mentoring program or to provide a scholarship for a student interested in attending SNEAPA. S. Sadlowski, P. Carson, A. Weiner and K. Dodds will discuss this further and will bring options back to the Board for consideration.

M. Piscitelli provided an overview of the Development and Work Plan and discussed the three project areas including creating the next generation of planners, digital transition, and meaningful role in state governance. He noted collaboration with other groups moving forward will be very important, including CEDAS.

M. Piscitelli introduced Erin Howard, lead author of one of the Start with Planning's policy paper. E. Wilson said CEDAS is looking for partnership opportunities and is also exploring how to strengthen their relevancy and provide education to their membership. She provided an overview of the best practices manual that was developed and explained it was intended to highlight policies and procedures municipalities could explore in an effort to be more business friendly. Board members questioned who the intended audience is and if an effort had been made to incorporate the work into the Sustainable CT initiative. The Board also noted concerns if this was intended rank towns. E. Wilson said the document could be used as a guideline for

municipalities. M. Piscitelli asked if anyone would like to attend the February CEDAS meeting with him. He also reported Jose Giner was coordinating three upcoming webinars with CEDAS.

### **Treasurer's Report**

K. Dodds reported the Chapter received three donations in Dan's name. She noted Chapter dues have been received and checks have been issued to Massachusetts and Rhode Island for SNEAPA reimbursement. K. Dodds said she has been working on the tax filing with the accountants.

R. Phillips made a motion to approve the Treasurer's Report. P. Carson seconded the motion and it passed unanimously.

### **Committee Updates**

#### **Communications**

R. Augur said work on the website is just about complete, once APA National sets up the job board the website can launch. She noted there will be one more magazine before the legislative session issue is published. If anyone has ideas, they should send them to her.

#### **Program**

M. Piscitelli suggested the Chapter plan a summer social event. There was discussion about holding it at Dunkin Donuts Park again. P. Carson volunteered to coordinate this. M. Piscitelli noted planning is also needed for the Hot Topics event, he will discuss with C. Smith. There are several upcoming CEDAS webinars and a CHFA event at the Lyceum. J. Davies is also planning an Art of Planning event. The annual AICP review session will be held on March 30 at Goman & York in East Hartford.

#### **Membership**

A. Weiner provided an overview of membership figures. He also said he would be visiting the store in Cheshire to review swag options.

#### **Government Relations**

A. Kennedy and J. Guskowski reported they met with the Housing Committee Chair. The upcoming legislative agenda was discussed. M. Piscitelli asked the Board if a meet and greet with new Commissioners or their designees instead of a breakfast may be more effective. A. Kennedy noted logistically it may be more challenging to arrange this. This will be discussed further.

#### **SNEAPA**

D. Sorrentino is looking for someone to take over the SNEAPA Committee Chair. The Board also discussed presentation formats at SNEAPA and opportunities to explore different presentation styles, such as arranging chairs on a stage to facilitate a discussion.

#### **UConn/Planning Education**

R. Phillips reported he will follow up with E. Hultquist to discuss this further.

### **Scholarship**

A. Kenyon said the presentation with Hampton will be scheduled soon and the next scholarship round will be released in the coming weeks.

### **Nominating and Elections Committee**

M. Piscitelli noted the Committee has to stay up to date on this. A call for nominations will go out to Chapter membership soon.

### **Awards Committee**

Craig Minor was tabbed by the Awards Committee to chair the event going forward.

### **Adjourn**

The meeting was adjourned at 11:35 p.m. The next meeting will be held on April 5 in New Haven.