



**CCAPA Executive Board
Meeting Minutes of April 5, 2019
Milone & MacBroom, New Haven, CT**

President Michael Piscitelli called the Executive Board meeting of April 5, 2019 to order.

In attendance: Rebecca Augur, Jeanne Davies, Khara Dodds, John Guszkowski, Emily Hultquist, Amanda Kennedy, Abby Kenyon, Jonathan Reiner, Chris Smith, and Alan Weiner.

Meeting Minutes of February 1, 2019

C. Smith made a motion to approve the meeting minutes of February 1, 2019. R. Augur seconded the motion. Vote passed (10-0-0).

President's Report and Discussion Topics

M. Piscitelli provided an update of previous and planned programs, noting P. Carson is coordinating a summer social event. As for other events, the CHFA program was recently held at the Lyceum. M. Piscitelli said let's work on additional marketing for future events to ensure member participation. Partnerships with other organizations can be used to market events and spread the word; this will be an ongoing effort.

M. Piscitelli reported he heard back from APA National regarding the consolidated elections cycle. APA would like the Chapter to use their schedule and software has also been purchased to assist with elections. The Chapter will likely have to use this in the future. Meanwhile, the Chapter has moved forward with its election process and a call to nominations was issued.

M. Piscitelli noted progress is being made on the Work Plan. Specifically there is a meeting scheduled with the Massachusetts and Rhode Island Chapters to discuss administrative sharing. Swag will also be ordered for distribution at different Chapter events. Start with Planning is also moving forward; meetings have been scheduled with members of the administration and new commissioners.

The CEDAS land use planning policy guidelines document was discussed. It was noted the guidelines should not be used as a means to score communities but rather indicate certification. It was suggested CCAPA's logo be added to the document.

C. Smith moved to endorse the CEDAS/CCAPA best practices document as of March 25, 2019 provided there are no substantial material changes. A. Weiner seconded the motion and it passed unanimously.

Treasurer's Report

K. Dodds reported the Chapter has \$29,229 in revenue and \$22,359 in expenses. Recent expenses included the insurance payment and the first installment for the Diana Donald Scholarship Internship program. There were also some smaller expenses, including meeting and professional fees and payment to the accountant for tax filing. An invoice from TCORS was also received. It was reported all organizations that have lobbyists must pay an ethics fee to the state every other year. C. Smith said he would look into this in more detail.

A. Kennedy made a motion to approve the Treasurer's Report. C. Smith seconded the motion and it passed unanimously.

Committee Updates

Communications

R. Augur said the new website is complete. She is working with Halligan to set up a redirect from the existing site to the new website. APA National will launch the site as soon as the redirect is all set. R. Augur said updates can be forwarded to her or A. Kenyon. In the future, additional users will be added to the site to maintain their own committee pages. R. Augur said the biggest change with the new website will be the job postings; people will now post the jobs themselves through National APA. The program calendar will also be a change. All events must be logged with APA National to appear on the calendar, even if they are not for CM credits. J. Davies questioned who is able to log CM events with APA National. R. Augur will look into this. In response to a question from A. Weiner, R. Augur said an e-mail blast would go out to notify members of the change. M. Piscitelli suggested photos on the website be updated every quarter. R. Augur asked the Board to send her photos of events. A. Weiner suggested the Chapter could have a photo competition.

R. Augur reported April 24th is the deadline for the magazine. The topic will be the changing face of retail.

Program

J. Davies reported an event was just posted with ASLA and she is trying to coordinate with the CT Bar Association but hasn't heard back. V. Ferro is also working on an upcoming program with Sustainable CT. A meeting will be scheduled with the Program Committee in early May to plan events for the rest of the year. J. Davies mentioned the difficulty coordinating the posting of programs for CM Credits with APA National given other organizations are able to post.

In response to a question about the upcoming Hot Topics program, C. Smith said there will be the Chapter meeting, law program, ethics session, and legislative update, leaving one slot to be filled. There was a discussion about combining the law and legislative updates. A session to

discuss CEDAS best practices/guidelines was also discussed. C. Smith will convene a group to discuss the agenda. The event will be held either June 7th or 14th. P. Carson is working on a summer social event.

Program/PDO

The AICP classroom event was a success, with many attendees. Board members were thanked for their participation.

Membership

A. Weiner reported he met with a salesperson two weeks ago to review options for the member value package. It was determined flat items or those that could easily be mailed would be best, such as mouse pads, note pads, etc. The board looked at various sample items and M. Piscitelli suggested a journal with a handwritten note welcoming the new member could be mailed, along with a pen and pin. A. Weiner will get the price for a journal. The Board discussed the details of who would be responsible for writing the note and mailing the items.

Government Relations

A. Kennedy reported there is a hearing scheduled regarding the budget implementer bill. The Planning and Development Committee recently finished, J. Guszkowski has been in touch with the Chair to discuss the bills that are under consideration. They are also monitoring a bill that has been revised several times, which puts a deadline in place for towns to adopt an affordable housing plan and strengthens municipal requirements to provide zoning opportunities for economically diverse housing. CCM has been involved with this bill as well. A. Kennedy and J. Guszkowski are also monitoring an eminent domain bill and plan to speak to the Bar Association.

SNEAPA

D. Sorrentino said SNEAPA will be held October 17th and 18th in Springfield; a Massachusetts Chapter member submitted a grant application for funding for the conference. D. Sorrentino asked for volunteers to help review programs when they are submitted. J. Davies volunteered to assist. It was suggested a speech be given at the conference to acknowledge the contributions of Dan Tuba; A. Weiner will do this.

The APA National Conference is scheduled to be held in Boston in 2021. Connecticut was scheduled to host SNEAPA that year but it will now be pushed back to 2022.

UConn/Planning Education

This item will be discussed at the next meeting.

Scholarship

A. Kenyon said the presentation with Hampton will be scheduled for June. The announcement has gone out for next year and the deadline for submission is April 26th.

Nominating and Elections Committee

R. Phillips is working with R. Augur on the elections modification schedule. A call for nominations has gone out to the membership.

Other Business

C. Smith asked for assistance planning an interactive session at Hot Topics; J. Habanski, E. Hultquist, and J. Reiner will assist.

M. Piscitelli noted there are member-at-large vacancies on the Board. M. Kozikowski and A. Kennedy were identified as potentially filling those vacancies.

Adjourn

The meeting was adjourned at 12:15 p.m.