



**CCAPA Executive Board
Meeting Minutes of February 7, 2020
CRCOG, Hartford, CT**

President Rebecca Augur called the Executive Board meeting of February 7, 2020 to order.

In attendance: Jeanne Davies, Khara Dodds, John Guskowski, Abby Kenyon, Marek Kozikowski, Jenna Montesano, Mike Piscitelli, and Don Poland. Amanda Kennedy and Steve Sadlowski attended via phone.

Adoption of the Minutes of October 4, 2019

J. Guskowski made a motion to approve the minutes of October 4, 2019. K. Dodds seconded the motion. Vote passed (6-0-2). J. Davies and J. Montesano abstained.

M. Kozikowski arrived.

President's Report and Discussion Topics

R. Augur reported she had a meeting at CERC to discuss CCAPA's involvement with the economic plan for the state. CCAPA can be a valuable resource as they work to develop this plan. It was noted it is important CCAPA is involved before this is finalized.

R. Augur spoke to several people on developing an equity and diversity paper. She will forward the list to D. Poland to follow up.

The annual Chapter performance report has been forwarded to APA National. The report outlines key work items that have been completed, such as progress the Chapter has made on the work plan, demonstrating what types of communications the Chapter has had with its members, etc.

Draft Work Plan

The CCAPA Annual Work Plan was distributed for review. It was suggested the Department of Housing be added to task 19 "Develop Stronger relationships with State Administration (Governor, OPM, DECD, CERC)." It was also suggested Hot Topics be listed under Program instead of Professional Development. The Board was encouraged to review the overarching goals to be sure Chapter work aligns with and advances the goals.

Sustainable SNEAPA

R. Augur reported the Connecticut, Massachusetts, and Rhode Island Chapters applied for a \$10,000 assistance grant from APA National to explore options for making SNEAPA a standalone 501C3 to ensure sustainability moving forward, \$3,000 was awarded. The Chapters discussed how to utilize the grant and decided to engage a facilitator to speak with each Chapter to determine how SNEAPA is currently working, what can be done in the future, and discuss Chapter goals and visions for SNEAPA. It was noted the revenue disparity is an issue that needs to be addressed. When the conference is held in Connecticut, the amount of revenue each Chapter receives is much lower than when it is held in Massachusetts and Rhode Island due to the high cost in Hartford. If anyone is interested in working on the Sustainable SNEAPA effort, they should let R. Augur know.

In a response to questions about the upcoming SNEAPA Conference to be held in Connecticut, M. Kozikowski reported he has explored other venues outside of Hartford. Options include a venue in Mystic, the casino, the Omni in New Haven, and a venue in Stamford. The Omni in New Haven seems like the only other viable option if the Chapter wants to move the conference from Hartford. The Omni would waive all room rental fees so expenses would largely be food. However, this is not a typical convention space. It was also noted the space for exhibitor tables may be challenging as they would have to be placed on the periphery of the ballroom. In response to a question about keeping the conference in Hartford, M. Kozikowski said there are only two available dates, September 10th or the third Thursday and Friday in August. It was decided the September 10th date in Hartford should be held as well as The Omni. M. Kozikowski will follow up to hold those dates with the two venues. It was also suggested M. Kozikowski contact the casinos to discuss options in more detail. M. Kozikowski will put together a matrix with location, date, cost, and notes about the space for further discussion.

Treasurer's Report

K. Dodds reported \$54,705 was budgeted for revenue this fiscal year. So far \$15,635 has been received, which is about 29% of the budgeted revenue. Revenue includes \$11,283 for dues, \$1,225 for registration fees from the awards program, and \$2,415 from advertising. As for expenses, the Chapter is slightly ahead in expenses, at \$17,538. This includes \$5,000 for the magazine, \$4,500 for TCORS, and \$500 to the UCONN Foundation for conference sponsorship.

K. Dodds noted a budget transfer may be needed in the future for supplies and room rentals. There are funds elsewhere to cover the transfer.

K. Dodds is also working with the accountant not to file taxes.

Committee Updates

Program / PDO

J. Davies will be scheduling a meeting with the Program Committee in the next month to discuss additional programs. In the meantime, upcoming programs include an adaptive reuse event, risk resiliency for Connecticut, and a compost conference. She has been in contact with C. Smith to secure Goodwin College or the Mark Twain House for Hot Topics on June 5th.

J. Davies also suggested the Board reconsider how the awards ceremony is handled. In order to raise its profile, it was suggested the awards program could be part of an annual meeting. The Board discussed other options for the awards ceremony, including combining it with the legislative breakfast. J. Davies will have a conversation with the Awards Committee about alternative arrangements and will report back.

J. Davies has been in touch with Jeff Mills regarding sponsorship. He is willing to help put together an annual menu of sponsorship options. R. Augur and J. Davies will follow up. It was also noted the Chapter should establish an Eventbrite account to make registration for events easier. J. Davies will discuss this with K. Dodds.

J. Davies would like to purchase AV equipment for use at Chapter events and presentations. She will come up with a cost estimate and will report back.

The AICP prep class has been scheduled for March 28th at Goodwin College. The instructors have been lined up and the only speaker that is needed is a recent test taker.

Communications

A. Kennedy reported the next issue of the magazine is almost done and will be sent out early next week. The issue focuses on public participation. She is also working on promoting CCAPA events on Facebook. Moving forward if people have pictures from events, they should send to A. Kennedy for posting. A. Kennedy also reported she examining alternatives to the list serv. The Massachusetts Chapter is also evaluating this.

A. Kennedy asked for the Board's feedback on the next issue of the magazine, which would cover affordable housing. There was a discussion about contributors for articles and the overall message. The Board also discussed timing of this and whether it made sense to publish this in the spring or delay it until next year to line up with the expected guidance to be published from the Department of Housing regarding affordable housing plans. If the topic is delayed, the next issue would be Cultivating the Next Generation of Planners. This will be discussed further.

Government Relations

J. Guskowski said the legislative session started Wednesday. The Chapter was more active in the pre session putting together proposals than they have been in previous years. J. Montesano outlined the five proposals that were presented, including an amendment to the subdivision provision regarding open space transfers to a family member, fixing the certificate of location approval for dealers and repairers, changing public notice requirements, creation of a study/working group to look at statewide GIS standards, and a duration limit for special permits.

There was also a discussion about affordable housing plans. The Department of Housing contracted the Regional Plan Association to create a template or guidance as how to put this together. CCAPA will also be consulted. It is expected it will be at least six months until the document is completed. The Department of Housing will announce planning grants to apply for

technical assistance to conduct a housing plan. It was noted the Department of Housing should be contacted regarding their plan to issue the grants prior to the guidance coming out. M. Piscitelli will draft a letter for R. Augur to review.

SNEAPA

M. Kozikowski reported there has been one meeting to plan for SNEAPA 2020 in Providence. Assistance with sponsorship may be needed.

Membership

E. Hultquist will be meeting with the Membership Committee soon. She has also been working with the UCONN Department of Public Policy to put together a survey for planning professionals in Connecticut. The survey will gather information about the Chapter's membership and may tie into some of the other Chapter initiatives such as diversity, equity, and inclusion. E. Hultquist is also working on a new member packet to welcome those who have recently joined the Chapter.

UConn / Planning Education

R. Augur reported the Planning Education Forum was a successful event, about 50 people attended and there were representatives from four schools as well as representatives from the Planning Accreditation Board. The event included a presentation on how the accreditation process works and best practices. It was noted Trinity is moving ahead with a certificate program in planning. The UCONN Department of Public Policy Chair will also be looking into the market for graduates to help inform if there is a demand. CCAPA has been invited to discuss this further with the schools who attended the event. D. Poland suggested CCAPA examine the programs the various schools offer and compare this to the accreditation requirements as there may be capacity now to create a program from the current offerings.

Scholarship

Two grants were awarded this year, one to Bridgeport and one to East Hampton. A. Kenyon reported Bridgeport was unable to hire an intern therefore they will not be accepting the grant.

A. Kenyon will be sending out the grant announcement in the coming weeks, which will hopefully align more closely with when students are looking for summer internships. It is expected the Board will make an award in April.

Adjourn

The meeting was adjourned at 11:58 a.m.