

MINUTES
of the
Executive Committee
of the
Capital Area Regional Planning Commission

August 10, 2026

Zoom Webinar

5:15 pm

Commissioners Present: Heidi Murphy, Peter McKeever, Cynthia Richson, David Pfeiffer, Maureen Crombie, and Bill Tishler

Commissioners Absent: None

Staff Present: Matt Kozlowski, Caitlin Shanahan

Others Present:

1. Establish Quorum

The meeting was called to order by Chair Pfeiffer at 5:15 pm. Quorum was established.

2. Public Comment on Matters not on the agenda

None

3. **Minutes of July 6, 2026 Executive Committee Meeting (*actionable item*) (5:16 pm)**

Motion: Commissioner Crombie moved to approve minutes of the July 6, 2026 meeting. Commissioner Richson seconded.

The motion carried unanimously.

4. **Acknowledgement of Receipt – June 2026 Financial Management Report (*actionable item*) (5:17 pm)**

Commissioner McKeever noted that he had not yet received the Treasurer Packet from the Executive Director.

Motion: Commissioner McKeever moved to table June 2026 Financial Management Report to the next meeting. Commissioner Crombie seconded.

The motion carried unanimously.

5. Draft 2025 CARPC Annual Report – Staff Presentation and Discussion (5:18 pm)

Caitlin Shanahan provided an overview of the 2025 Annual Report.

6. Future Agenda Items (next meeting is **Tuesday, September 8, 2026**, via Zoom at 5:15 pm)

- a. Recommendation on 2027 CARPC Budget (September)
- b. Recommendations on Resolutions for MadREP/USDA (September)

7. Adjournment

Motion: Commissioner McKeever moved to adjourn. Commissioner Crombie seconded.

The motion carried unanimously. Meeting was adjourned at 5:31 pm.

Minutes prepared by Matt Koz and reviewed by Executive Director.

Respectfully Submitted


Cynthia Richson, Secretary