

**CEHA ANNUAL BUSINESS MEETING, APRIL 8, 2004**  
**AT**  
**COLORADO STATE UNIVERSITY**  
**MOLECULAR AND RADIOLOGICAL SCIENCES BLDG, ROOM 250**  
**FORT COLLINS, COLORADO**  
**MINUTES**

**I. The meeting was called to order at 8:45 am by President Lyle Moore, Jr.**

**II. Roll Call**

**A. Present**

1. Tom Gonzales, Past President
2. Lyle Moore, President
3. Paul Klug, President Elect
4. Lori Siedelman, Secretary
5. Carol McInnes, Treasurer
6. Kim Meyer-Lee, Northeast Representative
7. Mark McMillan, Southeast Representative
8. Therese Pilonetti-Hall, At Large Representative
9. Doug Jatcko, Industry Representative

**B. Not Present**

1. Jim Dale, EH Director's Representative
2. Carla Block, Western Slope Representative

**III. Approval of Minutes from the February 12, 2004 meeting:**

Tom Gonzales made a motion to approve the minutes. Mark McMillan seconded the motion. The motion passed.

**IV. Reports of Officers**

**1. Treasurer**

See attached reports. The category list was not complete and will be resent. Therese Pilonetti-Hall suggested that a policy be written that addresses how funds are assigned to categories. Discussion followed regarding the combining of one-day training categories. Therese Pilonetti-Hall made a motion to approve the Treasurer's report. Kim Meyer-Lee seconded the motion. Discussion: Tom Gonzales wanted to ensure that life memberships went into the CD and that names are given to him so that he can have the plaques made. The Board Sponsorship line item was clarified. The motion passed.

**V. Reports of Committees**

**1. Membership Committee**

See attached report. Kim Meyer-Lee made a motion to approve membership for Bob Greenfield, Matt Hourigan, Dave McCloskey, Joshua Roberts, Gordon Stumpf and Dustin Weaver. Tom Gonzales seconded the motion. The motion passed. A special thank you to Julie Weatherred for her help on the membership database and general recognition of volunteers was discussed. Suggestions included gift certificates, membership, and recognition in the newsletter. Paul Klug made a motion that Julie be presented with an honorary membership, a presidential citation, a \$25 gift certificate of his choice and newsletter recognition. Tom Gonzales seconded the motion. Discussion: Paul Klug will write the article for the newsletter. The motion passed.

Tom Gonzales asked if the eight sustaining members are low. Lyle Moore was unsure what the normal level is. The membership deadline is April 15, 2004. It was suggested that the deadline be reviewed and dues be changed to reflect a late fee. Tom Gonzales proposed to make dues \$30/regular and \$200/sustaining after March 31, 2004. Doug Jatcko stated that he feels a grace period is needed, although he agrees to a late fee. Mark McMillan suggested that the board look at changing the regular dues as well and that the matter be tabled until the June meeting.

**2. Nomination Committee**

Therese Pilonetti-Hall made a motion to approve the eligibility and selection criteria document for the Milton M. Miller award (see attached). Mark seconded the motion. The motion passed. Tom Dunlop was submitted for the Walter S. Mangold award. Mark McMillan thanked Tom Gonzales for working on the submittal. Tom Gonzales requested nominations for the open board positions

**3. Publication Committee**

The most recent issue of the newsletter has been sent out.

**4. Education Committee**

See attached report. The theme is Promotion of Public Health & Getting Our Message Out. The key note speaker has been confirmed and the committee is looking at getting speakers from the media and for risk communication topics.

5. Legislative Committee

See attached report. Tom Gonzales reported that NEHA is working on a document that will outline how affiliates in California, Ohio and Florida became legislatively active. He will have more information after he returns from Anchorage. Carol McInnes suggested that the board develop a plan of action in response to the NEHA document. Tom Gonzales suggested that a web poll be conducted to see how the general membership feels about CEHA being more active in legislature.

6. Scholarship Committee

See attached report. Mark McMillan suggested that the individuals who have included contributions to the scholarship fund in their membership dues be recognized in the newsletter. Kim Meyer-Lee will do the newsletter write up.

7. Grants/Funding Committee

See attached report. There are about 100 potential funding sources. Lyle Moore congratulated the efforts of the committee.

**VI. Unfinished Business**

The AEC budget was discussed. Total cost of AEC - \$16,385. To cover cost without sponsorship, registration fee needs to be \$135. Discussion followed regarding CEHA's total budget, the AEC budget and the AEC registration fee. Tom Gonzales stated that he doesn't want to stay in the \$80-\$100 registration fee range. Cost of the AEC is going up, if the fees are kept that low it is recommended that some of the food be eliminated. Doug Jatcko made a motion that the AEC registration fee be set at \$125. Mark McMillan seconded the motion. The motion passed. Tom Gonzales made a motion to approve the budget. Kim Meyer-Lee seconded the motion. The motion passed.

Mark McMillan made a motion to allow email voting on board issues that cannot wait until the next board meeting. Therese Pilonetti-Hall seconded the motion. Discussion followed regarding the need for a policy. Mark McMillan will work on drafting a policy. The motion is tabled until the policy is written.

**VII. New Business**

- 1. The next meeting is scheduled for June 4, 2004 in Aspen. Lyle Moore will not be able to attend. Lori Siedelman also has a conflict. Lyle will send an email to the board members requesting input on for additional dates.

**VIII. Adjournment**

Tom Gonzales made a motion to adjourn the meeting. Therese Pilonetti-Hall seconded the motion. The meeting was adjourned at 11:05am.

President's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Secretary's Signature: \_\_\_\_\_ Date: \_\_\_\_\_