



COLORADO ENVIRONMENTAL HEALTH ASSOCIATION

CEHA Board Meeting

April 29, 2008

Present:

Danica England-Past President
Tom Butts-Metro County Representative
Dale Danels-Industry Representative
Sharon Stevenson-Alliance Representative
Mike Wallingford-EH Representative
Danelle Morgan-Secretary
Richard Stenson-West Slope Representative
Dan Collins-Treasurer
Debbie Polelli-Southeast Representative
Carmen Vandenbark-Northeast Representative

Not Present:

Nicole Grisham-President Elect (arriving late)
Carla Ostberg-President (via phone)

Meeting Commenced by Danica at 9:11am

- I. Secretary Report-Danelle Morgan
 - a. Undo double space
 - b. Add Dan and Debbie to attendee list
 - c. Motion to approve-motion passed
- II. Reports of Officers
 - a. Treasurer-Dan Collins
 - i. Current budget
 1. 2007 tax information
 - a. Income-\$42,116.23
 - b. Expenses-\$41,771.19
 - c. Account Balance-\$29,881.61
 2. Checking-\$1,763.10
 3. Savings-\$8,973.30
 4. Scholarship fund-\$6,180.45
 5. CD-\$10,380.62
 6. Dan will get together with Sharon to get a computer and quick books
 7. Payment for one day trainings-comes from Amanda or goes directly to Dan

8. One day training coordinators-if you get the registration and payment, send registration to Amanda and payment to Dan
 9. Dan has written checks to Nicole and Dan to attend NEHA for 2008
- b. President's report-Carla (via phone)
- i. Thanks to everyone stepping up to the plate during her leave
 - ii. Back to work mid-July but will be available to CEHA
 - iii. Nicole suggests we let the members know-Carla said a mass e-mail would be fine or on the front page of the website- **Carla will send a picture and little blurb to Tom to post on website**

III. Committee Reports

- a. Membership Committee-Debbie
- i. Latest numbers-161 active, 13 life, 3 retired, 17 students, 9 sustaining members for 2008
 - ii. 204 people were members in 2007 but have not yet renewed for 2008
 - iii. 46 active members for 2008 were not members in 2007
 - iv. Renewing reminders, should they be sent electronically only?-Danica is working on a brochure to market CEHA working on becoming "greener"
 - v. People want to register for one-day trainings but aren't sure if they are members-check with Amanda on these issues
 - vi. **Carmen will order a plaque for this years life member**
- b. Sustaining Membership Committee-Dale
- i. Talked with many sustaining members who attended last years AEC
 1. Good reports
 2. 9 renewed for 2008 and at least 9 intend on renewing
 3. 13 new entities on the hook on Dale's end that are good
 4. Any other ideas or suggestions forward on to Dale
 - a. **Danica has King Soopers contact**
 - b. **Sous bide-Vacuum packaging, Danica's contact**
 - c. **Nicole-through the planning committee-glove companies, other ideas**
 5. Work on a letter explaining to sustaining members what CEHA is all about and why they should become members
 6. Nicole will send Dale a map of the facility for exhibitors at the venue in Steamboat
 7. Body Art-possible sustaining members, **Danica will send Dale some information and contacts for body art**
 8. Carla was wondering if Dale contacted sustaining members
- c. Nomination Committee-Carmen
- i. No updates-no nominations
 - ii. Brainstorm on getting nomination?-due in July
 1. **Blast another e-mail letting people know-Carmen/Sharon**
 2. Make it worth people's ideas to nominate people
 - a. Money
 - b. Discount on next years membership
 - c. Acknowledging those who nominated (certificate)/letting them say a few words during awards ceremony
 - d. Receive free drink tickets for conference
 3. Push it to other groups and remind them to nominate for CEHA awards
 4. The way we give the awards, spice it up
 - a. We will give a power point presentation
 5. Let EH directors know and encourage them to send out reminders
 6. Share e-mails with Alliance to encourage cross-pollination between groups
 7. **(Danica) Motion to share active member e-mail list with Alliance and let Alliance share action items with active members, with option to unsubscribe-motion seconded and passed**
 8. **Danica and Dale will send Tom G. and e-mail letting him know that we are sharing our active member e-mail list with the Alliance and send members action items**

9. Blast e-mail reminding people to nominate and add a space on e-mail that people can immediately nominate by replying to the e-mail-Carmen
- d. Publication Committee-Danica
- i. Dale and Danica have gotten together, not seeing as many article submissions as the past years, next one should be a big one with the conference coming up
 - ii. Board members should make an effort to recruit and come up with a piece for the June newsletter, ideas
 1. DNC update: google “dnc 2008” to go to website with activities happening
 - a. Retail Food aspect
 - b. Mutual Aide
 - c. Emergency preparedness
 - d. Vector
 2. Alamosa information
 - a. Response aspects
 - b. Nicole will e-mail, to Danica, the ones that are out there
 - c. Tom will e-mail, to Danica, the one he wrote up
 - d. Get responses from people in the community on how the state handled the situation
 3. Joanne Guevara may be interested in helping Danica create a brochure to market CEHA
 4. Scholarships-reprint what was in last newsletter, Tom will write up a bit about CSU scholarship and Science Fair winners and send to Danica
 5. Sous bide information-Danica
 6. Newsletter on website: possibly spicing up presentation with photos and colors to catch the eye-Danica will look into this and send information to the board before the next letter goes out
- e. Education Committee-Nicole
- i. Plenary
 1. Keynote that has a world view of tying all aspects of the theme, possibility is Chris Blake, a NEHA rep;
 2. Leadership, RIHEL representative to possibly present
 3. Succession Planning, Visibility: Public Health Bill and accreditation
 - ii. Committee update
 1. Started with a large committee, now quite modest but still a great committee
 2. Collaboration on the Alliance for the AEC
 3. Facility is undergoing construction and facility will be closed for the summer, Nicole is contacting facility to find a time for Board to do a site visit
 4. Heather Savalox has helped out the committee tremendously
 5. Activities: Focus on “Strength”
 - a. Worlds strongest EH competition
 - b. Awards ceremony: Rocky Theme (Eye of the Tiger)
 - c. Other ways to “spice it up”?
 6. Next meeting is Tuesday, May 27, 2008, 1-4pm (check out collaboration room)
 7. Sending out postcard Save the Dates like in the past years
 8. Three new areas CEHA needs to Market to:
 - a. Air Quality
 - b. Hazardous Waste
 - c. NEHA Wastewater Installers Certification Course (Friday)
 9. Ways to market to these areas
 - a. E-mails
 - b. Contracting entities are difficult to market to
 - i. Aren’t typically up to speed with the rest of the world
 - ii. Helpful to meet in person
 - iii. Market differently to sustaining members (different brochure)

- ii. Senate Bill 194-going back to the Senate and results should be known anytime
- iii. House appropriations committee-amendment on man camps and retail food, man camps would have to pay for services after services issued, ie. they would have to pay for license after inspections (taken out)
- iv. Ned Cologne-supporter of the bill
- v. Retail Food Bill-went down in flames, continues to be a work in progress
- vi. Wholesale Bill-still moving forward
- vii. Bill Carlson has proposed potential bottle deposit collection program to promote recycling-
Danica will ask if he can do a write-up for the newsletter

IV. Unfinished Business

- a. Report on CPOW-Carla/Dale
 - i. Carla felt the Grand Junction meeting was well organized and thought it was a success
 - ii. Dale though there was a lot of membership cross-over's and a good turnout
 - iii. Will continue to work with CPOW in the future
- b. Education Representative/Student Liason-Carmen/Carla/Sharon/Nicole
 - i. Need to define the role of this person-Committee will define and bring to the Board
 - ii. To start, bring this person in as a student liaison (visitor), not necessarily a board member, a factor to look at is if the bi-laws would need to be changed
- c. NEHA Representation-who is going in '08?
 - i. Dan, Dale and Nicole
- d. Strategic Planning-Michael
 - i. Survey sent out to EH Directors
 - ii. Overall, Directors in support of CEHA
- e. EH 101-Lisa would like to talk to Board about this

V. New Business

- a. Nomination related items-ideas for nominations
 - i. Carmen needs to meet with the person who will remake the plaques
 - ii. Ideas other than plaques for awards, ei. Crystal desk ornament
 - iii. Stuffed bacteria for door prizes and awards
 - iv. Things to distinguish Board members such as bacteria ties, face paint, vests, etc.
 - v. Could even sell the vests to CEHA members for fundraiser for CEHA-Tom will look into cost
 - vi. May need to change the CEHA logo, it is very dated-Board members will work on this and come to next meeting with ideas, members can vote at AEC
- b. Budget Related Items
 - i. Revisit AEC planning committee compensation
 - 1. Currently there are about 15 planners on the committee
 - 2. Shouldn't be an issue for CEHA to take care of the registration for the current planning committee-policy will need to be addressed/updated
 - ii. Alliance fees (dues) for 2009-Sharon
 - 1. Services the Alliance provides and size of membership is what dues are based on
 - 2. Alliance provides the following services to CEHA
 - a. Membership
 - b. Data Base
 - 3. \$250.00/mo if membership is less than 250
 - 4. Other services are ala carte
 - 5. Base dues owed to Alliance are \$4,800.00 for year 2009
 - 6. Any money Alliance can get before 2009 will help for the matching funds grant
- c. Review Legislative Committee Function-Michael
 - i. Reference the by-laws
 - ii. Most likely implemented early 2000's
 - iii. We need to look more into the duties/functions of this Committee, tabled
- d. Set policy related to training registration deadlines and fee increases for renewals not done in a timely manner (see Feb. '08 mins.)

- i. Membership renewals, if people aren't renewing by a certain date then is there a different fee
 - 1. Registration for 2009 (\$40.00)
 - 2. Early Registration for 2009-possibly \$10 less than registration (\$30.00)
 - 3. Next meeting under New Business, further discuss membership fees for 2009
- ii. Possible increase registration fee for 2008 AEC & CEHA membership for 2009
 - 1. 2007 registration fee in \$145.00
 - 2. 2009 association membership registration may need to be increased by at least \$20.00; possibly have a membership registration of \$30 and a late membership of \$40
 - 3. Get from Treasurer the number and income from registrations covered at 2007 conference
 - 4. Nicole and Dan will try to come up with some formula for determining range of registration fees for conference and this will be discussed with Board via email in June
 - 5. Sustaining member exhibitor fees—Dale will provide proposal to be discussed
 - 6. Amanda can set up a sample form for registration for members and exhibitors.
- e. Computer repairs and inventory
 - i. Dan (new computer)-will purchase one
 - ii. Danica (getting Therese's computer)-done
 - iii. Danelle (gets Dan old computer)-as soon as Dan purchases new computer
 - iv. Nicole (gets computer repaired by Alliance)
 - v. Danica has another computer in need of repair by the Alliance, floater if it can be repaired
 - vi. Projector-stored at the Alliance
 - vii. Need a list of tech. supplies-including what programs are on each computer
 - viii. CEHA may need a new printer, to fix the old one would cost at least \$200.00
- f. Computer use and upkeep-Sharon
 - i. Alliance charges a pretty high fee for their tech. person-eventually CEHA will be charged
- g. One day training progress update-Richard
 - i. Epi Training, Front Range, May 7, 2008-Danica
 - 1. Handouts and staying sustainable-post presentations online
 - 2. CD's cannot be burned due to time
 - 3. Could hand out binders from 2007 AEC-Danica will hand then out at training, the rest will be split between other trainings
 - ii. Plan Review Training-Nicole
 - iii. OSHA 8 hour refresher, AEC-Dan
 - iv. Body Art Training-Carmen-CANCELLED
 - v. Waste Hauler and Biosolids Training, Montrose, May 28, 2008-Richard
 - 1. Colorado Trust donated \$1500.00 to rent to room for the training
 - 2. Possibly other entities would donate to provide lunch
 - vi. Sustainable Solutions Training, Eagle, May 28, 3008-Heather
 - vii. Leann Jefferson (RHIEL)-not a CEHA lead, rather CEHA support, likely for next year
- h. Next Meeting—Tuesday, August 5th tentatively

VI. Motion to adjourn, meeting adjourned at 3:30pm

