

CEHA ANNUAL BUSINESS MEETING, AUGUST 12, 2004
AT
JEFFERSON COUNTY DEPARTMENT OF HEALTH & ENVIRONMENT
GOLDEN, COLORADO
MINUTES

I. The meeting was called to order at 9:17 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. Carla Block, Western Slope Representative
9. Jim Dale, EH Director's Representative
10. Doug Jatcko, Industry Representative
11. Therese Pilonetti-Hall, At Large Representative

III. Approval of Minutes from the June 3, 2004 meeting:

Tom Gonzales made a motion to approve the minutes. Carla Block seconded the motion. The motion passed.

IV. Reports of Officers

1. Treasurer

See attached reports. The budget was reviewed. Lyle Moore commented on the usefulness of using the budget to evaluate which one-day trainings were or are desired by the members. It was requested that the parenthesis used in the "Variance to Budget" column be changed to +/- in order to make the information easier to read. It was also suggested that the budget be turned into a working budget with expenses broken into yearly, 3 year, 5 year, etc. categories. Mark McMillan made a motion to accept the Treasurer's report. Jim Dale seconded the motion. The motion passed.

V. Reports of Committees

1. Membership Committee

See attached report. Paul made a motion that we accept the new members. Tom Gonzales seconded the motion. The motion passed.

2. Sustaining Membership Committee

There are 20 committed exhibitors for the AEC. 4 of those exhibitors are new members. Doug Jatcko stated that he would email a report on exhibitors & pledges next week. Additional exhibitors and other potential members were discussed. Doug Jatcko recognized Tom Gonzales for the website banner that advertises the sustaining members. Doug Jatcko requested the board's approval to look at issuing press releases regarding the AEC in professional periodicals. He also suggested that an intern be hired to manage the organizations communications. Discussion followed regarding hiring an intern or an executive director. Doug summarized the silent auction donations and sponsorships that have been obtained for the AEC. Mark McMillan requested clarification as to where AEC sponsorships go in the budget. The grant writing committee is responsible for \$3000 in the budget. Paul Klug stated that the budget category is Sponsorship/Grants.

3. Nomination Committee

See attached report. The board voted to recognize Dr. Kenneth Blehm with the Milton M. Miller award. Jim Dale made a motion to award a Certificate of Merit for nominations that were not selected, provided the board feels that the award criteria are met. Doug Jatcko seconded the motion. The motion passed. The board voted to recognize Kelli Gaines with the Environmental Achievement award. The board voted to recognize Church & Associates with the Industry Environmental Achievement award.

The ballot was presented. By-law changes were discussed. Doug Jatcko suggested the membership voting remain in the by-laws in order to recognize new members. Lyle suggested that the names of new members be included in the membership committee report to accomplish this. Jim Dale proposed an additional by-law change. He suggested adding to Article X: Paragraph D which would state: Proposed amendments shall be approved by the Board of Directors prior to presentation to the membership. Jim Dale made a motion to accept the proposed revisions to the by-laws to include the amendment he

proposed. Kim Meyer-Lee seconded the motion. Discussion: Mark McMillan stated that new members need to be recognized in the membership report. The motion passed.

Tom Gonzales stated that he needs a list of the new life members in order to have the plaques made.

4. Publication Committee

Peter Kates has quit as newsletter editor. There is one more newsletter for the year which should go out after the AEC. Discussion followed regarding editor replacement and production processes of the newsletter. Lyle Moore will act as publication chair. Paul Klug suggested that area representatives write columns.

5. Education Committee

See attached report. Jim Dale made a motion that the board waive AEC registration fees for AEC committee members whose committee work merits as determined by the committee chair. Mark McMillan seconded the motion. The motion passed. Announcing the award winners in the binders was discussed. Devin Koons was approved as AV support for the AEC.

It was suggested that nationally known speakers Laura Stack and Doug McKinzie Moore be considered for one-day trainings/workshops.

6. Legislative Committee

See attached report.

7. Scholarship Committee

The board voted to award the Tom Douville Scholarship to Sydney McLeod.

8. Grants/Funding Committee

See attached report.

VI. Unfinished Business

1. Kim Meyer-Lee will follow-up on the Red Robin scholarship.
2. Mark McMillan made a motion to send both the President and the President-elect to the NEHA AEC. Jim Dale seconded the motion. Discussion: Tom Gonzales suggested finding cheaper accommodations instead of the conference hotel and using common sense when spending to ensure that the costs stay down. Motion passed.
3. Carol McInnes had been assigned to get quotes for insurance. Tom Gonzales suggested asking Carol to get three bids and submit for email voting in order to obtain insurance before the AEC.

VII. New Business

1. During lunch, Lyle Moore issued Presidential Citations to the board members in recognition of their hard work during the last year.
2. Ways to attract new board members were discussed. It was suggested that life memberships be offered to board members. The board decided against this decision.
3. Tom Dunlop received an Award of Merit for the Walter S. Mangold award. Tom Gonzales stated that Tom Dunlop will be submitted for the award again next year.
4. Increasing dues was discussed. Mark McMillan will put together a proposal. Item was tabled.
5. Jeff Stoll is putting together public health templates that include what each county, organization, etc. is doing to better public health.
6. There is interest in having the Epi one-day training on the western slope in 2005.

VIII. Adjournment

Mark McMillan made a motion to adjourn the meeting. Paul Klug seconded the motion. The meeting was adjourned at 2:33 pm.

President's Signature: _____ Date: _____

Secretary's Signature: _____ Date: _____