



CEHA Board Meeting

Thursday, August 24, 2006
Vail Public Library

I. The meeting was called to order at 10:20 am by President Therese Pilonetti-Hall

Roll Call & Quorum—a quorum is present

Present:

Paul Klug, Past-President
Therese Pilonetti-Hall, President
Danica Harmon, President-Elect
Nicole Grisham, Secretary
Dan Collins, Treasurer
Carmen Vanderbark, Northeast Representative
Mark McMillan, Southeast Representative
Julie McCaleb, EH Directors Representative
Carla Block, West-Slope Representative

Guest:

Bill Carlson, Environmental Health Director, Town of Vail

Absent/Excused:

Chris Erzinger, Metro Representative
Doug Jatko, Industry Representative

II. Reports of Officers

- a. Secretary's report - Nicole
 - i. Make changes to 5-4-06 minutes that Therese suggested in distributed email.
 - ii. Motion to approve the minutes was approved.
- b. President's report - Therese
 - i. Introductions with Bill Carlson
 1. Debrief on EH issues ongoing in Vail
 - a. Push to become a sustainable environment participant
 - b. Global warming/greenhouse gases
 - c. Pine Beetle epidemic
 - ii. Review of Goals for 2005-2006
 1. Three trainings – Going to have 4 with the OSHA Course
 2. AEC

- a. Increase in volunteers
- b. Recognition to volunteers
 - i. Free registration with criteria met
 - ii. Certificate
 - iii. Gift card?
 - iv. Something for Bill
 - 1. 1 year membership
- 3. Increase in membership – Paul to update
- 4. Sustaining membership – low; Seven confirmed for AEC; 17 within CEHA
 - a. CRA – Carmen has been in contact with the Vice President and checking into becoming a member
 - i. Recommended contacting more corporations
 - b. CEHA Committees more than one person - Mark
 - i. One person acts as recruitment
 - ii. Industry reps serve on committees
- 5. Continue to increase member benefits
 - a. Board did lots of good work with newsletter
 - b. Board did good work with committees but we could increase guidance with new board members
 - i. Debrief with transition to new member; policies
 - c. Target survey to members suggested by Mark
 - d. Still look into Zoomerang
- 6. Broadening scope of membership
 - a. More water quality people
 - b. Need more focus on air, hazardous waste, etc.
 - c. CEH Summit is bringing in more public health people to expose to what EH is about
- 7. Increase student membership
 - a. Offer free student registration to AEC if volunteer
 - b. Visit EHSA
- 8. Continue to network with other State and National PH and EH Associations
 - a. PHACo
 - i. Met with Health One Alliance few weeks ago
 - ii. Should hear what if any funding will come through by Nov
 - 1. Meeting space
 - 2. Storage space
 - b. NEHA
 - i. Workforce development issues; Tom Dickey discussed with Mark about CEHA being a pilot project for this
- iii. AEC Logistics

1. Hotel is full on Tuesday the 19th and Thursday the 21st
 - a. Bill checked on other hotel option
 - i. 15-20 double occupancy rooms available at the Lift House Lodge Condominiums for \$79.95
2. Silent Auction
 - a. Bill will assist with soliciting items from Vail
3. Health Departments Payments
 - a. Request that when sending one big check to indicate which staff and what the money is for; AEC Board meeting announcement by Treasurer
4. Registration booth sign up sheet
 - a. Passed around and board members encouraged to participate and be a familiar face; give leadership to new volunteers; cultural education
5. Conference Giveaways
 - a. Water Bottle with Logo
 - i. Theme of sustainability being supported by this item
 - ii. Cost is about twice as much as what was budgeted
 1. Order more than needed and use for other CEHA functions
 2. Door prizes eliminated and budget added to water bottle
 - iii. Julie motioned to approve. Dan seconded. Motion was approved; 9 in favor; 0 deny
 - b. Ribbons for student stipends
 - i. Sheet passed out with sayings for voting on top ten
 - ii. Student volunteers to sell at conference
 - c. Silent Auction
 - i. Bid numbers assigned at registration
6. Speaker costs
 - a. Requesting funding for travel for speaker for water track from Texas, Bryan Brooks
 - i. Only speaker needing travel so offer up to \$1000
7. Exhibitor's Reception
 - a. Wednesday night function
 - b. Exhibitor's scheduled to set up on Thursday based on industry request earlier in the year
 - i. Schedule has been adjusted to allow exhibitors to set up Wednesday afternoon
- iv. Western Slope Representative

1. Carla to contact Richard Stenson then let Carmen know by tomorrow
 2. CJ not interested
 3. Wano
 4. Tom Dunlap
 5. Dan Hendershot
 6. Danica to contact Jill Paradis then let Carmen know by tomorrow
- c. Treasurer's Report
- i. Handed out budget excel spreadsheet and gave updates
 - ii. Mail pickup turnaround is a week and deposits are being made in a more timely manner with new setup
 - iii. Scholarship question from Mark about what that number entails
 1. Anything coming in marked scholarship is going into one account
 2. CSU Endowment has a separate account
 3. \$5000 budget set aside for scholarships on budget; money left over should be shown as carry over for future budgets and scholarships
 4. If association earns \$25000/year in income for 3 years then IRS can audit
 5. Promote and/or acknowledge similar groups; schools, children's groups, other young groups with EH focus
 - iv. September 6th meeting scheduled with Zick & Associates for initial meeting regarding tax, budget and audit advice
 1. Clarify use of business accounts
 2. Clarify tax filing
 3. Liability aspect for CEHA and Board Members
 - v. Dan will email report for approval
- d. Membership Report
- i. 181 Active
 - ii. 12 Life
 - iii. 6 Retired
 - iv. 6 Students
 - v. 20 Sustaining
 1. Need to verify all 20 are on the website. Paul to send list to Carla
- e. Sustaining Membership Report – Doug absent
- f. Nominations Committee Report
- i. Handouts on board member, Milton Miller and Environmental Achievement nominations
 1. 200 words or less
 2. Policy and examples were sent by Therese to Carmen
 3. Signal Graphics does ballots and mailing
 4. Needs to have a two week turnaround time; mailed out by the end of next week (September 1st)

- a. Blast email to look for ballots and need for quick turnaround time
 - b. Notify award winners prior to AEC
 - ii. Milton Miller – nominations
 - 1. Mike Zopf – nomination
 - a. Danica make motion to award Mike. Mark second. Motion approved: 9 in favor; 0 oppose.
 - iii. Industry Environmental Achievement – nominations
 - 1. All Service Septic – nomination
 - a. Danica make motion to award Mike. Julie second. Motion approved: 9 in favor; 0 oppose.
 - iv. Environmental Achievement – nominations
 - 1. Richard Stenson has been nominated but his annual membership fee has not been received
 - a. Been a good standing member previous 4 years
 - b. Discussion about memberships typically being renewed at the time around the AEC.
 - i. Discussion for date for membership renewals for next year to change
 - c. Motion made by Mark to accept Richard Stenson's nomination. Dan second. Motion approved: 7 in favor; 2 oppose.
 - 2. Vote
 - a. Richard Stenson – nomination; 6 votes
 - b. Phil Brewer - nomination; 2 votes
 - v. Logistics - Coordinate timeframes of the newsletter with nomination promotion and deadlines
 - 1. Time delays due to printing logistics
 - 2. Go to electronic newsletter?
 - 3. Newsletter and brochure at same time of year is difficult
 - 4. Need to focus on all board members doing more face to face networking and promoting
 - 5. Discuss commitment for next year's goals
 - 6. Discuss at AEC the board openings for the following year
 - g. Publication Committee
 - i. AEC Brochures
 - 1. Blast email asking for feedback about online availability vs. mailing
 - a. Good feedback
 - 2. Word of mouth generated by hard copy of the brochure and do not want to lose this aspect
 - a. Save the date card
 - 3. Agenda available online at least a month in advance
 - ii. Binder materials
 - 1. Generate by first week of September
 - 2. Assembly on Tuesday the 19th of the conference

- iii. Newsletter
 - 1. Trying to address deadlines and getting the newsletter out
 - a. Master calendar/schedule for newsletters on CEHA events, nominations and other items that should be addressed in a timely manner
 - 2. Deadline for fall newsletter was September 19th however this is the week of the conference so items will be accepted through the end of September
 - a. Board members get articles to Danica
 - 3. Brainstorming
 - a. Sarah Smith article
 - b. Senior Science Fair Winners Article
 - h. Scholarship and Grant Committee Report
 - i. Did not spend a lot of our budget this year
 - ii. Awarded three Beyond Brochures
 - iii. Still working on grants from last board meeting
 - i. Website Committee Report
- III. Unfinished Business
 - a. Incentive Program for Sustaining Member Contacts
 - i. Work on this next year
 - ii. Add to membership application
- IV. New Business
 - a. Business Luncheon at AEC
 - i. Review of logistics
 - ii. Carmen to announce new board members and nominations items
 - iii. Either Tom or Carla to give website update
 - iv. Julie to send report to Therese
 - v. Dan to give report
 - vi. Nicole to give report; not to read minutes
 - b. Danica to do coordination on silent auction gift from Board
 - c. CoTrain
 - i. CEHA has been approached to use CoTrain for promoting our training
 - 1. Catalog of individuals who have training throughout the state
 - 2. Therese will sign up as a user and manage the relationship
 - d. One-day trainings
 - i. 8 Hour OSHA – Low registration
 - 1. Costs for speaker were received recently and were not budgeted for
 - 2. Mark to talk to Chris
 - ii. Child care – Western Slope
 - e. Computer Repair – Paul and Danica dealing with this
 - i. Verify that the computers have the programs that the individuals need

- ii. Mark motioned to get additional licenses for computers and appropriate software up to \$500. Carmen second. Motion approved; 9 approve; 0 oppose
 - 1. Paul to get this week
- f. Board nomination for Walter S. Mangold Award
 - i. Due March 15th
 - ii. All board members to help solicit supporting statements
 - 1. Dan, Danica, Therese, Julie all volunteered to help
 - iii. Chris Wyant

VIII. Adjournment

- a. Motion made to adjourn and seconded. Meeting adjourned at 2:12 pm.

Next meeting September 20, 2006 Annual Education Conference @ Vail Cascade Resort and Spa