



COLORADO ENVIRONMENTAL
HEALTH ASSOCIATION

DRAFT

CEHA Board Meeting

August 5, 2008

Present:

Nicole Grisham-President Elect
Carla Ostberg-President
Tom Butts-Metro County Representative
Sharon Stevenson-Alliance Representative
Dan Collins-Treasurer
Debbie Polelli-Southeast Representative
Carmen Vandebark-Northeast Representative

Not Present:

Danica England-Past President - **Absent**
Dale Dunnells-Industry Representative- **Absent**
Mike Wallingford-EH Representative- **Absent**
Danelle Morgan-Secretary- **Absent**
Richard Stenson-West Slope Representative- **Absent**

Meeting Commenced by Carla at 10:45am

- I. Secretary Report-Carla for Danelle
 - a. Minutes posted on the collaboration room and via email for review; no suggested revisions.
 - b. Motion to approve Dan, Second Carla-motion passed
- II. Reports of Officers
 - a. Treasurer-Dan Collins
 - i. Current budget
 1. Checking-\$1,703.78
 2. Savings-\$8,619.04
 3. Scholarship fund-\$1,703.78
 4. CD-\$10,380.62

5. Dan will get together with Sharon/Alliance accountant with computer and get Quickbooks accounts set up
6. Payment for one day trainings-for the Plan review, water and sustainability are not separate, will look into this with the Quickbooks account set-up
7. Determine source of "Board Food Expense" items
8. Seek to Identify where printing expenses are included
9. Motion to approve the budget Nicole, second Carmen-motion passed.
10. NEHA AEC Expenses
 - a. Nicole's Total - \$2062.00 (\$1750 provided up front)
 - b. Motion made to cover the additional expenses for Nicole
 - c. Motion to approve Dan , second Carmen approved \$312.65
 - d. The board will revisit the line item for the NEHA AEC during the budget review in November
11. Dan proposed to use Alliance accountant as external party to do budget review with a select CEHA member in good standing.
 - a. Dan moved to approve, Tom second-motion passed.
12. Alliance Proposed Expenses for CEHA will be discussed in November.

- b. President's report-Carla
 - i. Baby is well (check out the pic's)

III.

Committee Reports

- a. Membership Committee-Debbie
 - i. Latest numbers-193 total, 145 active, 13 life, 3 retired, 20 students, 12 sustaining members for 2008
- b. Sustaining Membership Committee-Dale – no report
- c. Nomination Committee-Carmen
 - i. Award nominees
 1. No nominees for either Environmental Achievement Award.
 2. Two nomination packages meeting the requirements for the Milton Miller award were received and selection will be made via electronic pole of ALL Board Members.
 - ii. Board nominees
 1. Nominees for President – Carmen Vandenkark
 2. NE representative – Paul Rees
 3. Ballots will be mailed.
 - a. Ballots will be tabulated after Sept 15th
 - b. **Address a motion to change/add to bylaws the option of electronic voting at the Business Luncheon when we open the floor to membership.**
- d. Publication Committee-Danica no report – AEC Special publication will be sent out this week.

- e. Education Committee/AEC-Nicole – see the website and collaboration room
 - i. Tuesday, Moonlight Room meeting for AEC Committee and Board Members to assist with prep starting at noon. (Carmen, Nicole, Dan)
 - 1. Assemble printed materials
 - 2. Motion made to hold a drawing for some prizes for returning attendees who bring their padfolios from last year
 - a. Five USB's to be drawn on Thursday
 - b. Motion to approve Nicole, Second Carmen-motion approved.
 - 3. Professional mixer (title?) to be held Tuesday evening, offsite @ SlopeSide Grill – 5pm to ?
 - ii. Wednesday
 - 1. President's Opening Remarks - Carla
 - 2. Welcome address - Ray Merry
 - 3. Conference logistics - Nicole
 - 4. Keynote presentation by Michele Samarya Timm, will have a world view of tying together all aspects of the AEC theme;
 - 5. Business lunch agenda (Carla and Nicole)
 - a. Add members opportunity for input to the agenda (Open the floor).
 - b. Follow by-laws agenda, finishing with incoming presidents speech.
 - iii. AEC Logistics update
 - 1. The committee is smaller than previous years therefore the budget for committee registrations is adequate.
 - 2. Discussed the collaboration room being an essential service made available by the Alliance.
 - 3. Registration sign up sheet
 - a. Dan, Sharon and Amanda have Wednesday covered.
 - b. The sign up sheet was passed around for board members to sign up for Thursday and Friday time slots.
 - c. Nicole to send to final sign up sheet to the board after circulated to AEC Committee
 - 4. Exhibitor sign up sheet
 - a. Knowledge Bowl; the final round is based on questions developed for exhibitor booth info.
 - b. The sign up sheet was passed around for board members to sign up for developing questions during Wednesday before the Exhibitor's Reception.
 - c. Nicole to send to final sign up sheet to the board after circulated to AEC Committee
 - 5. AEC edition of the Newsletter to be out this week.
 - 6. Brochure/Binder Materials
 - a. Carla needs to provide Joanne with the President's article.

7. Next AEC Committee meeting is August 14, 2008, 1-4pm (check out collaboration room)
 8. Banquet Agenda (Carmen and Nicole)
 - a. Close silent auction
 - b. Milton Miller
 9. DJ expenses for this year will be under budget
 - a. The budget for entertainment will be reevaluated next year.
 - b. Budget for entertainment will have to increase to accommodate a band.
 10. Additional entertainment
 - a. Volley ball
 - b. Bicycle ride
 - c. Water treatment plant tour
 - d. Photo tour
- iv. Silent Auction items
1. NEHA AEC - Silent auction - \$10/ board member
 - a. Pay to Dan
 2. CEHA AEC – Silent auction - \$10/ board member
 - a. Pay to Dan
 - b. Tom Butts to coordinate the item for the auction.
- v. Opening Ceremony?
1. Should we have National Anthem and recognize those that served in the Military
 - a. Carefully consider for next year.
 - b. Get membership feedback by including a question regarding this in the AEC survey.
- vi. Survey Monkey
1. Need to transfer ownership and account set-up from Therese to CEHA before the conference.
 2. Need to evaluate using Zoomerang through an Alliance account.
 3. Nicole will make a decision and let the board know before the conference.
- vii. 2009 AEC
1. Site search is starting
 - a. Nicole – needs someone to start the learning the ropes
 - b. Nicole asked board members to consider being more involved with the AEC next year.
 - c. Nicole will solicit interest within the AEC Committee for the position of Co-Chair and/or to have higher involvement with the AEC next year.
- f. Scholarship & Grants/Funding Committee-Tom
- i. Tom Douville Scholarship – no nominees received
 - ii. Science Fair Winners
 1. Chase Carver, will receive invite to the present a poster at the AEC

2. Tom will coordinate with Chad Perlmutter and Dale on this.

- g. Website Committee-Carla Ostberg
 - i. Tom does quarterly updates and bills
 - ii. Potential role of Alliance in the future
 - iii. We should consider expanding out current Website committee to review current site and make recommendations for improvements.
 - 1. Discussion included a desire for a set-up so electronic links go directly to the information/page rather than just the home page.
- h. Legislative Committee-No update provided
 - i. SB08-194 process should be watched carefully and engaged fully.
 - ii. Bill Carlson deposit collection program to promote recycling

IV. New Business

- a. Dan and Nicole reported on their activities at the NEHA AEC in Tucson and the new AEC format
- b. Identity of the profession is a big up and coming issue.

V. Unfinished Business

- a. Education Representative/Student Liaison
 - i. Carmen/Sharon/Nicole did a conference call
 - 1. Defined the role of this person-
 - a. Sharon will redistribute the email to the board which contains this information..
 - b. Could be either student or institutional representative
 - i. Start with CSU since they have been instrumental in bringing this concept/position to fruition..
 - ii. Carmen will contact Erin Reichert at CSU to get a rep and talk about this at the AEC Annual Business Luncheon.
 - ii. Handbook piece to be developed based on summary – Sharon

b. Budget Related Items

- i. Evaluate closure of mailbox and using the Alliance as our address.
- 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
 - 7. Cost for Zoomerang??

Alliance Original Menu

<http://www.publichealthalliance.org/file.php/90/Alliance+Business+Plan+2007+%281%29.pdf>

- c. Set policy related to training registration deadlines and fee increases for renewals not done in a timely manner (see Feb. '08 mins.)
 - i. November Business, further discuss membership fees for 2009
- d. Computer repairs and inventory
 - i. Sharon will purchase one more laptop.
 - ii. Nicole will be provided with a laptop before the next AEC Committee meeting.
- e. Next Meeting—Thursday November 13 in Lonetree- TCHD office tentatively

VI. Motion to adjourn, meeting adjourned at 4:00 pm