



COLORADO ENVIRONMENTAL
HEALTH ASSOCIATION

CEHA Board Meeting, Tri-County Health Department, Lone Tree Office, 9350 Heritage Hills Circle, Lone Tree, Colorado 80124

February 17, 2010

Meeting Commenced by Carmen at 9:37am

I. Roll Call and Introductions

Present:

Carmen Vandembark – President
Dan Collins – President Elect
Nicole Grisham – Past President (via telephone)
Ben Noller – Secretary
Tom Butts – Treasurer
Mindi Ramig – Metro County Representative
Tim Petz – Western Slope Representative
Paul Rees – Northeast Representative
Vicki Carlton – Southeast Representative
Joe Malinowski – EH Director’s Representative
Chad Perlmutter – Industry Representative
Stephanie Minnaert – Education Representative (incoming)
Corine Waldau - Public Health Alliance of Colorado

Absent:

Hannah Reed – Education Representative (current)

A quorum was present

One-Day Trainings – Richard Stenson (This committee report was addressed during this portion of the meeting because Richard was standing by on the telephone to give his report)

- Plan Review: Western Slope, April/May 2010, need someone to coordinate
 - This is the one postponed from last October
 - WCAEHO may partner with us on this one
 - Tim may be able to help with this one
- Richard discusses one-day training proposals for 2010 (see attachment for descriptions of each)
 - Have 8 proposed on the handout
 - Site Applications for Counties – for water or wastewater facilities
 - Filling out paperwork and forms correctly has been a concern
 - Policy 6 has been difficult for counties
 - Healthy Environmental Health Professionals
 - Air Quality Regulations for Environmental Health
 - CSM Onsite Wastewater Research Center
 - Swimming Pools – Training the Trainers
 - Maybe toward the end of Fall 2010
 - Child Care Inspectors Training
 - Early Fall?
 - Body Art
 - April 12th at Jefferson County Fairgrounds
 - Panel discussion on the regulations
 - Sustaining membership opportunity? Maybe for the artists as a group as opposed to individuals
 - Have room for 150 people at this venue
 - How do you make these programs sustainable?
 - EPI Class
 - Have not had one in a number of years, but was well attended in the past
 - Include zoonotic diseases

- Vicki – Rabies presentation in Pueblo on May 12th
 - May expand into epidemiology issues
 - Can we sponsor a workshop where we do not charge for attendance? Maybe we could endorse the event as opposed to sponsoring it
 - If we charge a registration fee can we then offer CEHA membership to the attendees?
- OSHA 8-hour refresher?
 - Should do some research among membership for the need for this class. Alliance can send out a survey for this
- Tim - NIWOTS - On Site Wastewater installer training?
- Chad - Rainwater harvesting?
 - Market to extension services?

II. Reports of Officers

1. Secretary – Ben Noller

- Highlights from the November 4, 2009 Board meeting
 - The meeting was called to order at 9:46am.
 - All of the Board members (12) were present
 - The Secretary presented the highlights from the 2009 Annual Business Meeting
 - Tom Butts provided the Treasurer's report, giving the account balances
 - Carmen gave the President's report. She discussed the Board Handbook and Bylaws, as well as the responsibilities and expected contributions of the Board members, introduced the CEHA brochure, and made Committee Chair assignments
 - The Education Committee report was presented by Nicole. They provided a debrief for the 2009 AEC and highlighted some early thinking and issues associated with the 2010 AEC
 - Hannah reported on the process for identifying the next Education Representative and discussed the two essays received expressing interest
 - Ideas for one-day training sessions were discussed by Nicole, Carmen, and Dan. It was also noted that Mark McMillian may have some interest in doing one-day trainings

- Amanda and Ben provided the report on publications. Noted that the next newsletter would be issued in January. Carmen suggested putting together a one-page brochure or letter highlighting the benefits of being a sustaining member
- The Membership report was presented by Amanda. She stated that the Alliance was combining the memberships for the multiple organizations into one comprehensive database. She also said that a membership renewal reminder would be going out after the first of the year
- Carmen gave the Nomination Committee report. She discussed feedback on the awards presented and prompted some thought about how to handle the nomination process in the future
- Tom presented the Scholarships & Grants/Funding update. The Tom Douville scholarship process was discussed
- For the Website Committee, Carmen talked about our Region 3 affiliates and that we need to get our website link on their sites
- The Legislative Committee update was presented by Tom. He mentioned that the state health department is working on legislative proposals primarily dealing with onsite wastewater; not much in consumer protection programs this year
- Chad had nothing new to add for the sustaining membership report
- The unfinished business discussion focused on Carmen asking the Alliance to bill CEHA quarterly, the EH Directors update, and Ben sending the August meeting minutes to the new Board members
- In new business, a logo change and procurement of name tags for the Board was discussed, we dialed into the Alliance conference call, we reviewed the budget, the FUNDI Group request was discussed and considered, dates were set for future meetings, and judging of the upcoming science fair was discussed
- The meeting was adjourned at 4:17pm
- Dan motions and Mindi seconds to accept minutes. Discussion focuses on spelling corrections. Motion carries unanimously

2. Treasurer's Report – Tom Butts

- Net negative cash flow of \$720 for 2009
- Account balances
 - Savings - \$3,927.81

- Checking - \$601.33
- Scholarship - \$102.71
- CD - \$4,619.77
- Does not include online membership renewals through the Alliance - should be quite a bit there
- Insurance due in March ~\$1,100
- Dan to check on ~\$500 from Office of Policy and Partnerships (OPP)
- Joe questions how often we do audit of our finances. Dan explains the process we have implemented since he was in the Treasurer's role
- 990EZ Form – Tom will file to demonstrate that we do not owe taxes

3. President's Report – Carmen Vandembark

- Update for the EH Directors meeting – Pueblo 1/21/2010
 - Four CEHA members were present
 - Carmen discussed AEC, one-day trainings, solicited membership
 - Carmen will target former members next to try and boost the current membership
 - Consider a professional development track for the AEC?
- Handbook/Brochure
 - The handbook is not quite complete. We will get it done
 - Brochure – we have had a few comments to revamp the information required for renewing membership
 - Collaboration Room – will do some cleanup of files and Corine will send some training guidance
- 2010 Contributions from the CEHA Board
 - Board is reminded to pay if they have not already
- Dr. Dale's idea – CSU folders purchase
 - CSU made folders using a federal grant
 - Should CEHA purchase these and resell to our membership?
 - The form is on CD also

- Can we post to our website and collect pre-order information – basically sell them before we buy them?
- Dan and Chad to investigate this and report to Board via email
- NEHA's request
 - AEC is in ALB
 - No social networking sites – probably not a good fit for us
 - We will provide email addresses where NEHA can send info
- Food – looking at different options for meetings to cut costs
 - Our budget is \$150 per meeting
- Alliance update
 - Will try to do four meetings this year – two in person, two by phone
 - Other Alliance member organizations like to co-sponsor one-day trainings
 - Stephanie will work with Corine on Public Health Week event participation – could tie in a membership drive. Dan will also work on this. This committee will come up with a plan to market this membership drive
- CCI event – soliciting more input
- Email blasting policy for EH job postings – should we send emails or just post on website
 - Remind people of job board. Add to other regular emails and newsletter

III. Committee Reports

1. Education Committee – Paul

- 2010 discussion
 - Site has a great layout
 - Collaboration with FDA SW Regional & CDPHE-Bridge Day
 - SW Region – AR, CO, IA, KS, MO, NE, OK, TX, WY
 - Wed. is FDA's main day – will basically replace our food track. Maybe we extend our food track over two days
 - Will there be an actual Bridge Day – not sure yet
 - Networking reception on Tues. night? Networking lunch?

- Registration and other costs
 - Room rate will be \$88/day
 - Block of rooms can be adjusted 3 to 4 weeks prior to event, but our estimate is always conservative
 - Fees - \$150 last year; \$165 the year before
 - Maybe tie the registration to the individual tracks?
 - There is a food and beverage minimum in the contract which is \$8,000
 - Our fees are reasonable compared to other organizations
 - Nicole has a tool that helps plan and determine the registration rates
 - Can we get suggestions on registration rates following the AEC Planning Committee and the Board will vote on it in March via email? The Education Committee says yes
 - Chad wants to increase booth registration fee from \$100 to \$150 or \$175
 - If we cut some features (such as coffee) maybe they could be replaced by a sponsorship
 - Chad relays that last year's sponsors were happy with their exposure
- Theme idea/Other entertainment ideas
 - We used to have a theme, should we again?
 - Should we look at a DJ for entertainment as opposed to live band?

2. Education Representative – Stephanie

- Goals for 2010 from the student representation
 - Trying to get more students involved
 - Difficult to get people to come to EHSA
 - Maybe look at “speed mentoring”

3. Publications – Ben

- Fall/Winter newsletter
 - We issued a 13-page newsletter on 2/10/2010
 - Included the Letter from the President and six technical articles

- Spring issue will be in May? Need Board members to submit articles. Would be nice to include info about one-day trainings
- Will also solicit student papers
- Sustaining member brochure – draft
 - Ben solicits input into what we want the brochure to look like
 - Don't revamp the entire brochure for now; just alter the text and pictures to be more industry-specific. Keep the color scheme the same
 - The costs will be covered by our current obligations to the Alliance

4. Membership – Dan & Corine

- As of 12/31/2009, we had 256 members
- So far in 2010, 94 have renewed, 162 have not
- Current membership breakout:
 - Active – 82
 - Life – 17
 - Student – 2
 - Sustaining – 16
 - Retired – 2
 - 15 members in this breakout were not members in 2009
- Recruitment plan for current and past members
 - Focus on retention
 - Our retention rate is about 70-something percent

5. Nomination Committee – Carmen

- Environmental Achievement Award – “Administrative” intent discussion
 - There has been some confusion on what “administrative” means
 - Some administrative people also do fieldwork at times
 - Must be a CEHA member
 - Is not an award for managers
 - Must be service related

- Is a rank-and-file award
- New “field personnel award” discussion
 - Do we want to create a new category when we have difficulty getting sufficient nominees now? No
- Dan will work with the Alliance to revamp awards page on website
- Should industry awardees have to be members? Carmen argues that they should not. Tim and Chad agree. The time doesn't seem to be right as our industry representation is too focused on one field
- New “program awards” discussion
 - Can be accomplished through Presidential citations
- Carmen stresses the need for nominations for the various awards. We typically do not get adequate representations

6. Scholarships & Grants – Tom

- Funds allocation discussion
 - Four line items in budget
 - RIHEL (\$1,000)
 - Douville (\$1,250)
 - Supplemental
 - Science Fair
 - Can we put together a better package to get science fair winners to the AEC?
- Silent Auction funds – need to ensure that those funds are earmarked for scholarships. We have always used more than that from our budget for educational endeavors
- Mini scholarship discussion
 - Create 16, \$50 scholarships for members to attend one-day trainings. Maybe four scholarships per training (dependent upon the actual number of training session held)
 - Maybe 8 to 10 scholarships to the AEC
 - Consensus is that this is a good use of funds
 - Tom motions, Dan seconds, to utilize scholarship funds for budget line items 10 and 23 to be utilized for assistance for one-day trainings and AEC registrations as determined by the Board. Passes unanimously.
- Science Fair and meeting with the EHSA

- April 8th is judging
- Several people are interested in going – maybe six of us will judge
- Stephanie suggests that the college students “mentor” the participants

7. Website – Dan

- Recent changes made to the website
 - Dan reports some people have had trouble updating their membership on the website – sent those issues along to Amanda
 - Dates need to be changed on some items that still say 2009
 - After finalizing the minutes, we will start posting the minutes and the agendas to the website
 - Mindi suggests inviting members to provide input for the next Board meeting when we post minutes

8. Legislative Chair – Joe

- Encourages participation in the legislative update calls
- Carcinogens in cosmetics – personal care product act
- Updates are also on the Alliance website

9. Sustaining Membership – Chad

- Will contact previous sustaining members that have not yet renewed
- Will try to solicit some new industries
- Carmen asks that everyone commit to contacting an industry organization that is not a current member to promote our membership

IV. Unfinished Business

- Discussion of splitting the Metro Representative and Western Slope Representative each into 2 people – finalize discussion and vote

- Tim and Mindi both feel that one representative for each region is fine. The feedback from the membership at the Business Meeting agrees with this assessment
- Dan motions that we end any further discussion for splitting the Western and Metro representatives. Paul seconds. Tom amends the motion that this will be based on consideration of the membership. Passes unanimously
- Goals and objectives
 - Increase membership (including sustaining)
 - Student
 - Transition students into full members
 - Retention
 - Outreach to other organizations and regional meetings
 - Continue with strong education and training programs
 - Complete and coordinate website, handbook
 - Strengthen financial health
- New logo discussion
 - Do we want to table it for now? Get input all year
 - Amanda can design it but it would cost
- Name badges
 - Ben - see Amanda for color. Badges should say “name” and “CEHA Board Member”

V. New Business

- Maybe do a joint meeting with WCAEHO?
- Should we set up a booth at other functions?
- Boys and Girls club – 9 Health Fair
- Rocky Mountain Food Safety Conference
- Put one-day training form on Collaboration Room so that we can edit it
- Equipment inventory – Dan will compile the inventory
- Banner – need 6' x 3' – Joe to check into this

VI. Adjournment

- Dan motions to adjourn the meeting. Tom seconds. The motions carries unanimously

The meeting was adjourned at 3:39pm.