



CEHA Board Meeting

Thursday, May 4, 2006

Jefferson County Department of Health and Environment

I. The meeting was called to order at 9:08 am by President Therese Pilonetti-Hall

Roll Call & Quorum—a quorum is present

Present:

Therese Pilonetti-Hall, President
Danica Harmon, President-Elect
Nicole Grisham, Secretary
Carmen Vanderbark, Northeast Representative
Julie McCaleb, EH Directors Representative
Carla Block, West-Slope Representative
Chris Erzinger, Metro Representative

Attending by phone conference call:

Paul Klug, Past-President
Mark McMillan, Southeast Representative

Absent-Excused:

Dan Collins, Treasurer

II. Reports of Officers

- a. Secretary's report - Nicole
 - i. Make changes to 02-06-06 minutes that Chris Erzinger suggested
 - ii. Motion to approve the minutes made
- b. President's report - Therese
 - i. Science Fair update
 1. \$50 = Junior winner for Passive Solar Energy and \$100 = Senior winners for Handwashing Experiment
 - ii. Therese and Danica attended PHACO (new umbrella organization)
 1. Has not determined a lead organization
 2. Julie mentioned each organization involved needs one representative for equal voting power

- c. Treasurer's report – Paul
 - i. Reviewed budget
 - ii. Stn on email sent is the student scholarship
 - iii. Changes made “the following items were addressed”
 - iv. Carmen asked for a briefing on the recent emails regarding donations made
 - 1. Board Members donated \$10/each to OOP
 - 2. Item #19 – Half of budget went to CPOW and \$500 went to RIHSEL
 - a. Carmen mentioned we are over \$250 in budget
 - b. Other money from scholarships covering additional support
 - i. Mark mentioned in the February meeting we increased scholarship to \$5000 and we need to know where money is being transferred from
 - 1. Chris and Julie mentioned our CD, Saving, Checking, etc. are the overflow areas and the budget does not change but goes into the red until next year
 - ii. Item #23 - Doug Mackenzie-Moore's Community Based Social Marketing scholarships will be awarded in \$100 increments; 1-10 scholarship will be awarded based on response and current budget
 - 1. In August/September announce scholarship opportunity
- v. Nicole mentioned the AEC needs additional financial support to cover expenses
 - 1. Board members mentioned we have gone over budget in past
 - 2. Sustaining members sponsorship for event covers part
 - 3. Nicole presented information of the registration fees of other competitive conferences and a spreadsheet on food costs of past AEC's
 - a. Julie mentioned CEHA AEC registration fee is less than or equal to the typical per diem granted for those many days by her agency
 - b. Nicole and Paul to get together and review past few year's of AEC's expenses and sponsorships before next meeting

4. Nicole clarified the issue of a separate registration for the EPA's Children's Environmental Health Summit and the fee covers food costs for those days.
 - a. CEH speaker's accommodations covered by EPA
5. Nicole made a motion to increase CEHA AEC registration fee to \$145
 - a. Motion approved
- vi. Paul gave update on computer purchases
 1. Two new laptops and one projector
 - a. One laptop goes to Tom
 2. No printer yet
 3. All have 3 year warranty
- vii. NEHA AEC
 1. Therese and Danica will pay with CEHA issued check rather than out of pocket then getting reimbursed

III. Reports of Committees

- a. Membership Committee – Paul Klug
 - i. Updated membership list for Signal
 1. Send to Danica this afternoon
 2. Use for newsletter distribution
- b. Sustaining Committee – Doug Jatko
 - i. Doug to contact Laura for contact info for Pool Operation member who would like to donate for silent auction but not exhibit
 - ii. New Sustaining Member; Hancore-ADS affiliation with competitive product
 - iii. Doug is challenged with getting members interested
 1. Danica to assist with informational flyer to send to sustaining members
 1. Mark clarified that it would be similar to the scholarship flyer
 2. Carmen suggested a promotional day for sustaining members
 1. Doug suggested a ball game (Rockies)
 3. Carla suggested looking at existing events for potential members (Rocky Mountain Food Safety, CPOW, etc.)
 1. Suggestions made that board members attend these events/set up CEHA exhibit
 2. Carmen to look into the Colorado Restaurant Association and contact Doug about the next function
 3. Danica to look into a booth or handout for RMFS
 4. Board members mentioned a referral incentive
 1. Julie - Commemorative Coins, Certificate
 2. Doug, Chris - No pins left but good means of advertising

3. Chris - Notebooks/Daytimer that carry pads/tablets
 4. Nicole - Letter opener, discount off annual renewal or AEC registration
 - i. Therese – discount and pin
 - ii. Tiers of Registration Deduction
 1. For each new member referred: \$25 off for sustaining and \$5 off for existing members
 - a. Therese made a motion to approve cost reductions
 - i. Motion approved
 2. Add referral section to membership flyer
 - a. Danica to send email that included information from the flyer by end of the month
 5. Doug to call/contact last year's members for renewal within the next two weeks and send out invoices
 1. Paul and Doug mentioned most sustaining members register later in the year
 2. Paul to send invoices to Doug by Friday, May 12th
 - iv. The board would like to know what percentage of total members are sustaining vs. regulatory
 1. Paul – Regular = 108; Life = 12; Retired = 4; Sustaining = 4; and Students = 2
 2. Low numbers may be due to the fact that we have not had a one day training which brings in membership and renewals were sent out late this year
 1. Paul and Gina to send out second notices by end of the month
- c. Website Committee – Carla Block
- i. Updates
 1. AEC info
 2. Picture of CSU students
 3. Leadership training
 - ii. Alumni page in the works
 - iii. Mass email system working at no cost
 1. Carla to talk to Tom about Board Page link – add username with tagline to email system through the website (alleviate junk mail)
 - iv. May invoice \$125 (per quarter)
 1. Scheduled transfer has no invoice
- d. Publications – Danica Harmon
- i. Spring newsletter is at the printer and will be out next week
 - ii. Next deadline for articles is June 13th

1. Danica – interview with past president
 2. Mark – has put together a lot of contacts
 3. Tom – past president from the 50's
 4. Brainstorming
 - a. Ambassadors (Sustaining members)
 - b. WNV and Bird Flu – historical perspective, personal habits
 - c. Dr. Pabolonia (CSU) – Avian article; John Pape – Pandemic; Ken Gershman, Ned Cologne
 - d. Aspen Grille – CSU Student Run Restaurant
 - e. Save the date for the Leadership Training, West Slope NCGW Training and State Food Security/Defense Conference
 - f. NOWRA – end of August
 - g. Summit Speakers with AEC Article
 - iii. Danica to work with AEC Planning Committee next month on brochure; in August work on binders
 - iv. Staff to send items for blast emails to Danica for proofing/editing prior to sending to Tom
2. Nominations Committee– Carmen Vandenbark
 - a. Call for Milton Miller is on the website
 - i. Closing for abstracts is in August
 - ii. Carmen and Paul to get article to Danica by next newsletter
 3. Education Committee – Therese Pilonetti-Hall
 - a. Brian Sheffee leading OSWS track
 - b. Jeremy Sax leading Water Quality track
 - c. Agenda update given
 - i. NEHA update on Thursday
 - ii. Suggestions for speakers/topics discussed
 - d. Nicole gave update on facility and registration (see treasurer's report)
 4. Grants and Scholarships Committee – Mark McMillan
 - a. Grants/Funding
 - i. Make push through the website for partnering
 1. Reaching out to NEHA and National Groups for training opportunities
 - b. Scholarships
 - i. CSU presented \$1300 to student from the endowment
 1. Article on the endowment fund in next newsletter
 2. Recipient photo and article for newsletter and possibly flyer – check logistics surrounding this
 - ii. Discussions had with Dr. Reif and Dr. Blehm to promote outreach

- iii. End of the month deadline and should see applications on RIHEL scholarship
- iv. Revisit with Red Robin on sustaining scholarship
- v. \$5000 budget – how spend and where does it come from
 - 1. As proposals come forth the board discusses

- 5. Legislative Committee – Julie
 - a. Legislature meets next week
 - b. HR 4167 vote is next Friday
 - c. EH Director letter went out Monday
 - i. Therese wrote letter on the bill

IV. New Business

- a. One Day Trainings
 - 1. Carla and Paul to work together on NCGW training for July/August
 - 2. Carla to work with Darlene and Therese on Childcare training for November
 - 3. Mark doing Colorado Public Health Leadership Training in July
 - a. Danica offered to be back up and assist
 - b. Need ideas on venue
- b. Audit
 - 1. Dan and Paul transferred information to the accountant and have emailed several times without response
 - a. May contact someone else
 - b. Paul to talk to Dan about this by end of next week
 - c. Board members to brainstorm other CPA contacts
 - 2. Timeline
 - a. Information to pertinent CPA by end of following week
 - b. Audit done by end of July
- c. Check cashing and mailbox
 - 1. Reviewed complaint letter from Ken Blehm regarding timing of check cashing
 - 2. Gina has the key and checking mail weekly
 - a. Delay in getting to Dan
 - 3. Get another key for Therese to pick up mail weekly and send to Dan then Dan sends pertinent information to Gina
 - 4. Paul to talk to Dan to get his input

- V. Next meeting August 24, 2006 at 10 am at the Vail Cascade Resort and Spa where the 2006 AEC will be held.
 - 1. Nicole to talk to facility to arrange meeting time and let us know by the end of July.

