

CEHA ANNUAL BUSINESS MEETING, NOVEMBER 6, 2003
AT
JEFFERSON COUNTY DEPARTMENT OF HEALTH & ENVIRONMENT
GOLDEN, COLORADO
MINUTES

I. The meeting was called to order at 10:08 am by President Lyle Moore, Jr. Lyle welcomed the new board members: Mark McMillan, Carla Block and Carol McInnes

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 (Late)

B. Not Present

1. Doug Jatcko, Industry Representative
2. Therese Pilonetti-Hall, At Large Representative

III. Approval of Minutes from the September 24, 2003 meeting:

Paul Klug made a motion to approve the minutes. Kim Meyer-Lee seconded the motion. The motion passed.

IV. Reports of Officers

1. Treasurer

See attached reports. Discussion regarding expenses/income for the AEC: BT funds still need to be obtained. Paul Klug will put together the receipts for Joe Beck's expenses, business lunch and breaks to submit to Dr. Jim Dale. The cost of the phone line used for Doug Beneveto will also be included. Leftover BT funds will be split between CPHA and CEHA. The sponsorships from Infiltrators and Hoot have not been received. The registration fee was too low.

Paul and Carol will look into finding better investment opportunities. Budget needs to be completed for 2004. Paul suggested forming a budget committee including the current treasurer. The 2003 budget was reviewed. The Board expenses column is over because Lyle's registration fee for NEHA for 2004 has already been submitted. The Awards column is over due to the need to add more space to the Milton A. Miller plaque.

V. Reports of Committees

1. Membership Committee

Lyle Moore reported that current membership was at 348.

2. Sustaining Membership Committee

See attached letter from Doug Jatcko. Lyle commended Doug for his effort in increasing sustaining membership and his work at the AEC. It was suggested that someone who is more familiar with the foods, air and industry other later septic work with Doug on recruiting sustaining members from those areas.

3. Nomination Committee

Tom Gonzales reported on the results of the mail ballot for Treasurer. Carol McInnes was elected by 45 votes to 29 for the opponent. All ballots were received by mail. No faxes were accepted. Each affiliate may send one nomination to NEHA for the Walter S. Mangold award. Tom made a motion to submit Tom Dunlop. Mark McMillan seconded the motion. Discussion: Carla Block volunteered to help put the nomination packet together. Packets from previous winners will be reviewed. Motion carried. Tom will be working up a criteria list for the Milton A. Miller award and will present it at the next board meeting. Mark suggested giving letters of recognition to those nominated for awards

4. Publication Committee

Newsletter costs have increased due to the need to print more shells. Expenses are still within the budget due to the skipped issue. Some sustaining members were missed in the last issue. Discussion followed regarding ensuring that all sustaining members are included in every issue. Peter Kates has said that he will stay on as editor through the Winter

edition. Ways to improve the newsletter process were discussed. It was decided that each board member would send 3 articles to Peter for the newsletter. One article is due by December 1, 2003. Paul will talk to Peter about staying on as editor if we ensure that articles are submitted.

5. Education Committee

AEC was successful with good attendance. The three education tracks worked well. Joe Beck was well received as a keynote speaker. 12-20 people attended the ACZ Lab tour. Therese supplied good leadership. The cross-over day was a lot of work. CPHA was difficult to work with. The phone call with Doug Beneveto didn't work very well. 94% of CPHA members want to partner again. Discussion followed regarding the possibility of partnering again. Carla Block suggested that we try a one day joint training with CPHA. Registration needs to be given to one person. There was lots of confusion with more than one person involved. Exhibitors would like list of attendees and contact information.

One-Day Trainings were discussed. Carla Block volunteered to organize the Western Slope On-site Wastewater training in the spring. Carol McInnes will take the lead on a child care training in February. Kim Meyer-Lee will work on an Epidemiology themed training in May/Early June. Inviting CPHA was discussed. An Air Quality training was set tentatively for October or November with Mark McMillan in the lead.

6. Legislative Committee

See attached report.

7. Scholarship Committee

Kim Meyer-Lee is updating the Tom Douville scholarship form. She is also sending Thank-You notes to the individuals who donated items for the silent auction. Sharon Krall from Red Robin expressed interest in starting a scholarship for the AEC that is directed at those interested in Food Safety and would be funded by Red Robin. Mark McMillan presented a clipping from the Journal of Environmental Health that advertised opportunity to donate to NEHA's scholarship programs. Mark suggested that we do something similar in the CEHA newsletter, the membership renewal form or the website. Mark will follow-up on this and work with Kim.

VI. Reports of Special Committees

Website Committee

Website menu bar has been changed to reflect committees. Chairs of committees need to reviewed the sites and send any changes to Tom Gonzales. Tom is now capable of making all changes. The webmaster maintains the back-up. Tom presented a request to obtain Macro Media software that would aid in making the website more user friendly. An educational license would cost \$112. Jim Dale made a motion to approve the purchase of the software. Mark McMillan seconded the motion. The motion carried. The website name has been registered for another 4-5 years. Brinkster (Server) has been paid through February 2004.

VII. Unfinished Business

Old board policies need to be gone through and organized. Lori Siedelman volunteered to take on the task.

VIII. New Business

1. Board meeting dates and locations were determined as follows: February 12, 2004 – Jefferson County; April 8, 2004 – Colorado State University, Science fair judging; June 4, 2004 – Aspen. The August meeting will be at the 2004 AEC site. All meeting will begin at 10am except the meeting on April 8 will begin at 9am.
2. Discussion regarding the science fair and special awards for judging for the CSU Science Fair on April 8, 2004 was tabled until the February 12, 2004 board meeting.
3. Lyle suggested that another laptop and a projector be purchased. Lori Siedelman suggested that pricing for each item be submitted with the proposed budget before approval. Mark McMillan suggested building cost into conference fees. Paul Klug will collect information on pricing. Tabled until February 12, 2004 board meeting.
4. Jim Dale made a motion that lunch be provided for board meetings and that a line item be created in the budget for \$600 as board expenses. Carla Block seconded the motion. The motion carried.
5. Committee chairman were reassigned as follows: Nomination committee – Tom Gonzales; Membership committee – Paul Klug; Scholarship committee – Kim Meyer-Lee; Publication committee – Lyle Moore, Jr.; Legislative committee – Jim Dale; Education committee – Therese Pilonetti-Hall; Website committee – Tom Gonzales. A new Grants/Funding committee was formed with Mark McMillan as chair. A policy will be draft to reflect the responsibilities of this committee. Jim Dale suggested that a one day grant writing seminar be organized.
6. Obtaining a credit card for the CEHA organization was discussed. It give the ability to pay for things easier. Lyle will research the possibility.
7. Jim Dale suggested that a by-law review be conducted

8. Jim Dale brought up the subject of insurance. CEHA is not currently insured. CPHA carries insurance. Carol McInnes will contact Jim to get information regarding CPHA's policy and explore the possibility of CEHA obtaining insurance.

IX. Adjournment

Mark McMillan made a motion to adjourn the meeting. Paul Klug seconded the motion. The meeting was adjourned at 3:09pm.

President's Signature: _____ Date: _____

Secretary's Signature: _____ Date: _____