

# **CEHA Quarterly Business Meeting**

**November 18, 2004**

**Jefferson County Department of Health & Environment—Climax Building  
1801 19<sup>th</sup> Street, Golden, CO 80401**

**I. The meeting was called to order at 9:05 am by President Paul Klug**

## **II. Roll Call**

1. Present: Phil Brewer,  
Danica Harmon, Secretary  
Paul Klug, President  
Carol McInnes, Treasurer  
Jeff Zayach, EH Directors' Representative  
Carla Block, Western Slope Representative  
Chris Erzinger, Metro Representative  
Phone: Mark McMillan, Southeast Representative
  
2. Absent: Doug Jatcko, Industry Representative (arrived at 10:15)  
Lyle Moore, Past-President  
Therese Pilonetti-Hall, President-Elect (arrived in afternoon)

## **III. Approval of Minutes from 9/29/04 meeting**

1. Corrections: Changes to CD Account will not be in effect until April because changes to Savings account can only be made once a year.
2. Mark McMillan requested clarification regarding Treasurer's Report—sustaining members payments were not all collected prior to the conference—Carol will check to see if these are accurately reflected in budget.
3. Danica made a motion to approve the minutes. Carol seconded the motion.  
Motion to approve the minutes passed unanimously

## **IV. Reports of Officers**

Treasurer's Report—see attached report (Carol will include when hard copies are available). Hotel bill: \$17K and change

## **V. Committee Appointments: CEHA Bylaws Article VIII, Section 1**

1. Membership Committee: Gina Oswald will be interested in taking over responsibilities of Membership committee, although Paul will remain official custodian
2. Sustaining Membership committee- Doug Jatcko (absent)
3. Nominating Committee- (responsible for coordinating elections and also the Mangold Award through NEHA). Tom Dunlop has been nominated the last two years and will be nominated again (with Tom's approval for one more year). Phil volunteered to coordinate Nominations Committee

4. Publications Committee—Danica Harmon
5. Website Committee—formerly Tom Gonzales- Tom will continue doing this; Carla Block will be the liaison
6. Education Committee- Therese Pilonetti-Hall
7. Legislative Committee- Jeff Zayach, chair; and Carla Block, helping
8. Grants/Funding Committee- Mark McMillan, Carol McInnes will help with Mark
9. Scholarship Committee- Mark McMillan will chair, and Carol McInnes will be back-up

## **VI. Reports of Committees**

1. Grants and Funding Committee report from Mark McMillan:

-In February 2004, discussion began for securing more funding for organization. Funding was not consistent; wanted to identify new revenue sources. In March, there was a \$4000 gap in budget based on what we wanted to spend vs. what money we had. The Supplemental Scholarship Program was developed to build scholarship funds. Mark made a funding matrix that identifies about 100 different funding sources for the organization. State Health dept has a supplemental environmental project program that they can use to help us hold one-day training at no charge to us on the Western Slope (SEPP funding). The plan is to have an Environmental Epidemiology class on the Western Slope.

2. Membership Committee Report—

- a. 2 new members since AEC
- b. The student membership needs to be expanded.
- c. Sustaining Members—Doug Jatcko
  - currently we have 30 sustaining members
  - put blurb in newsletter re: getting leads from local HDs
  - specify that exhibitor's fees are going to be passed on to sustaining members
  - do we need to work on definition of Sustaining Members? How many newsletters do we send? Do other organizations spell this out more? We should better track industry members who attend on behalf of organizations, etc, charge better for industry attendees on behalf of sustaining members.
- d. Mark discussed liability insurance and how it relates to membership dues.
- e. A motion to increase all registration fees by 25% was approved by Board members; student membership will still be \$10. Life membership: \$250; Sustaining membership: \$225; Active membership: \$25.
- f. Doug's idea: If a sustaining members registers in the first quarter, their AEC registration fees could be waived.

3. Website Committee

-Tom Gonzales has been updating website; contact Paul if you have any input/changes

4. Publication Committee

- a. Danica Harmon recently took over this committee.

- b. Discussed making PowerPoint presentations available online for next year's AEC.
  - c. Chris E. said he will bring CD-Rom of NEHA(?) database of images/newsletters to next meeting.
- 5. Nomination Committee
  - a. For Metro Representative, Paul distributed ballots and Chris Erzinger was elected.
  - b. Carla Block asked about nomination deadline for Tom Dunlop for the NEHA Walter S. Mangold Award; Paul will send deadline information to Carl and Phil.
- 6. Education Committee- Therese Pilonetti-Hall
  - a. Tom Gonzales is working on contract with Holiday Inn at Estes Park
  - b. Room nights are \$99—creative ways to offset this cost were brainstormed. Food costs are lower, so perhaps we can subsidize room nights and bring cost down to \$89.
  - c. Motion was approved to hold the AEC in Estes Park on 9/21-9/23/05
  - d. Epi-Ready training may be held 9/20/05.
  - e. Wyoming's involvement is still not decided.
- 7. Legislative Committee- Jeff Zayach
  - a. A food safety bill has been submitted that reinstates local funding for health departments.
  - b. For the next newsletter, a legislative notes section will be added.
  - c. Jeff will find out more information regarding the House Bill that addresses uniformity of food safety regulations.
- 9. Scholarship Committee
  - a. Sydney McCleoud of Larimer County won scholarship
  - b. Red Robin scholarship—Sharon Krull of Red Robin has expressed interest in keeping a food scholarship

## **VII. New Business**

- 1. One-day Training ideas
  - a. Epidemiology class on Western Slope to be organized by Carla
  - b. Environmental Crimes class to be primarily organized by Chris with help from Carla.
  - c. Air Quality Training class for May 2005 to be organized by Phil and Mark.
  - d. Additionally, CPOW will be organizing a OSWS one-day training in spring, and CEHA can “co-sponsor.” Training will likely be offered both on Western Slope and Front Range. Carla will contact Jim Rada to see if CEHA can make a financial contribution for some sponsorship of these trainings.
- 2. Poll for members

- a. Do we want partnerships? CPHA, WEHA, etc?
  - b. How are our registration fees?
  - c. What do we think of newsletters? One-day trainings? AEC topics?
  - d. Should we be more involved with legislative issues?
  - e. What is your area of expertise?
  - f. Send any other ideas re: the poll to Mark McMillan.
3. Compensation for conference speakers
    - a. What compensation can we provide for speakers? Jeff will check with other organizations to see how they compensate speakers.
  4. Goals for 2005
    - a. Increase membership from 329 to 354; Doug will put blurb in newsletter re: soliciting new sustaining members; contact New Mexico and ask how they accumulated such great membership.
    - b. Increasing legislative activities—should we increase our activities? Carol will contact CU law school to see if they would be interested in participating in legislative activities, lobbying, etc.
    - c. Budget—to be discussed at next meeting.
  5. Next meeting will be held at 9am at Jeffco
  6. Agenda items for next meeting:
    - a. 2005 Budget
    - b. Wyoming's future involvement-expectations and roles?
    - c. Binder materials and brochures (per Phil)

### **VIII. Adjournment**

Danica Harmon made a motion to adjourn the meeting. Jeff Zayach seconded the motion.