

CEHA Board Meeting



Thursday, November 16, 2006
Tri-County Health Department Northglenn Office

The meeting was called to order at 9:05am by President Danica Harmon

Roll call & Quorum – a quorum is present

Present: Danica Harmon – President
Michael Wallingford – CDEH Representative
Dan Collins - Treasurer
Carla Ostberg – President Elect
Tom Butts – Metro Representative
Richard Stenson – Western Slope Representative
Therese Pilonetti – Past President
Carmen Vandembark – Northeast Representative
Debbie Polelli – Southeast Representative
Doug Jackto – Industry Representative
Nicole Grisham– Secretary – call in

August 24, 2006 Minutes approved

Treasurer's Report

Savings 38,677.74
Scholarship 1,511.37
Checking 3,800.81
CD (6 month savings) 9,702.96

Total 53,698.88

Insurance –Insurance has not been paid. It will need to be renewed. **Dan will take care of renewal.**

Audit proposal – Quote for Audit was \$4,375.00 for a review of books (not full audit) from Zick, Ransick, Julian, Weiss, and Associates, Inc. **Doug will try to find a competitive bid.** Doug will have information on other bids by December 1, 2006 and will e-mail a quote from the second firm.

President's Report

Discussed putting together a handbook covering board responsibilities and committee responsibilities.

Committee Reports

Membership Committee – Paul Klug and Gina Masterson

- 232 Active Members, 23 Sustaining, 8 Students, 6 Retired, 12 Life, and 1 Honorary = 282 total members
- Needing to get membership renewals out more systematically. Membership will remain on a calendar year at this time.

Sustaining Membership Committee – Doug Jackto

- 20 sustaining members have dropped over the last 5 years. These members are being re-contacted.
- Working on the skin art and body piercing organizations.
- Inviting CRA to be a member – discussion still in the works, but they are not members at this time.
- Looking at a brochure or something similar to hand to potential sustaining members outlining the benefits of membership. Following the lead of the Minnesota Onsite Wastewater Organization and Colorado Parks and Recreation Association.
- We could use the new survey tool to gather information and feedback from present and past sustaining members.
- Doug would like all Board Members to give him information on one person from industry who is not already a member.

Nomination Committee – Carmen Vandenberg

- Treasurer's term and Industry Rep's term up in 2007.
- Would like to find ways to promote more nominations for awards. Maybe add information about nominations to our *save the date* postcards a few months prior to AEC.
- Chris Wiant nominated for Mangold Award. Need help from Board members who know him or know people that could write letters of reference. Carmen would like to have this packet ready by February.

Publication Committee – Danica Harmon

- Would like to send Signal Graphics a holiday basket. They have done a lot of last minute things for us in the last 5 years. Motion to approve sending a gift basket (approximately \$75).
- Newsletter online discussion. NEHA puts cover and table of contents online. Include archives, but with a 3 month delay.
- Deadlines are posted. A need for a helper on the committee. Recruitment of articles is a big help. Goal for all board members is to get an article for the next newsletter. Winter deadline is Jan. 18.
- New column from Industry called "Downstream Neighbor."

Education Committee – Therese Pilonetti and Nicole Grisham

- Survey Results – 107 responses.
- Has received feedback and bids from Breckenridge, Colorado Springs, Boulder, Winter Park, Glenwood Springs, and Steamboat.
- Would like to choose the location and have the contract in place by Dec/Jan.
- Need to increase budget for AEC facility/food by \$5000.
- Good group of volunteers for the Planning Committee
- Attempted to sign CEHA up as a course provider on CO Train – approval pending. This will be good advertising. Also a good way to manage registration.

Scholarships & Grants/ Funding - Danica Harmon

- Historically run by Mark McMillan. This is now an open committee. Deadlines for scholarships are in the spring. Mark has offered to help whoever takes this on.

Website Committee – Carla Ostberg

- New members should be added to the CEHA broadcast. **Membership Committee should work with Website Committee to keep the list up to date.** Cross referencing the lists would be a good check.
- **Committee chairs should check the website regularly to be sure their Committee information is up to date.**

Legislative Committee – Danica Harmon

- Need a committee chair.

Unfinished Business

Colorado School of Public Health – 5 different disciplines across three universities. What can CEHA do? Get the word out, help advertise. Goal to open Fall 2007.

Public Health Alliance of Colorado Organizations (PHACO) – umbrella organization for public health organizations. Many benefits and potential uses for the Board as we grow with our limited volunteer time. The first year is free covered under the grant, but there will be a charge in the future. We should discuss setting funds aside to help with startup costs in setting our 2007 budget.

We would like have Lee Theilen talk at the next Board meeting.

2007 AEC

Next Planning Committee meeting Jan. 3.

The goal is to attract as many attendees as possible.

Survey could go out getting info on time of year our members would prefer for future AECs.

RIHEL Fielder Event

CEHA will contribute a silent auction item and provide financial support. Board members should try to attend the event. Therese will e-mail all Board members information. The event is scheduled for December 1, 2006.

Discussion about having a pin or name tag or badge that says "CEHA Board Member" to be more visible at events. Tom will look into this. Any other feedback should go through Tom.

New Business

REHS Study Guides

Guides to be purchased and checked out to members as a benefit. Carmen moves that we buy four study guides. Debbie seconded. Motion passed. Dan will buy the guides.

Books should be kept with each regional representative.

2007 Membership Renewals

Long-term goal is to work toward memberships being good for one calendar year.

Membership renewals should go out at the end of December.

Suggestion to give all members a card with their membership payment or even a confirmation e-mail of membership. Tom moves that the membership committee gives confirmation of membership as well as memorialize with some form of a membership card (paper or electronic). Richard seconds. Motion passed. This will be up to the Membership Chair. Paul Klug and Gina Masterson are volunteers on this committee. Membership renewals will be by e-mail first and the second reminder will be by mail.

New Committee Chairs

Membership chair – Debbie Polelli

Scholarship / Grants and Funding chair – Tom Butts

Legislative – Michael Wallingford

2007 Budget – see attached budget

Dan will investigate moving some money from checking to a higher interest CD. Look at one year and 6 month rates.

Dan will move money secured for scholarships into that account.

When you submit bills or revenue to Dan, please note the line item the bill (or income) should be recorded under.

Add a line item between 12 and 13 to pull out of cash reserve to balance the budget.

Motion to approve proposed budget as discussed by Tom. Therese seconded the motion.

Motion approved.

Science Fair

There will be no Board meeting in conjunction with the Fair. Judging will take place on April 5, 2006.

One Day Trainings

CEHA will pay for hotel and \$50 per diem for Childcare Training speakers who have to travel. Each speaker will have their organization pay for mileage.

IDEAS

1. Sustainability Training – Danica
2. School Chemical Hazards – Therese
3. Recycling / Reuse – Richard
4. Epidemiology – Carla and Carmen
5. OSHA Refresher – at AEC (Planning Committee)

Carla will talk to CPOW about partnering on for the training.

CEHA Board responsibilities and handbook

All previous committee chairs and jurisdiction representatives should put together activities that fall under their role. Danica will talk to Paul and Mark about putting something together for their previous roles.

Other

Danica will look into how much paypal or some other form of online payments would cost.

Future Meeting Dates (locations to be determined)

February 21, 2007

May 30, 2007

August 15, 2007

November 28, 2007

Adjourn

**Minutes taken by Carla Ostberg