



COLORADO ENVIRONMENTAL  
HEALTH ASSOCIATION

**CEHA Board Meeting**, 9350 Heritage Hills Circle, Lone Tree, CO

November 13, 2008

Meeting Commenced by Nicole at 9:17am

I. Roll Call

Present:

Tom Butts-Metro County Representative (arriving 10:30am)  
Chad Perlmutter-Industry Representative  
Sharon Stevenson-Alliance Representative  
Dan Collins-Treasurer  
Carmen Vandenbark- President Elect  
Nicole Grisham - President  
Hannah Reed – Education Representative  
Paul Rees – Northeast Representative  
Dan Hendershott – EH Director's Representative  
Carla Ostberg – Past President  
Richard Stenson – Western Slope Representative (via phone  
afternoon )

Not Present:

Danelle Morgan – Secretary  
Debbie Polelli – Southeast Representative

II. Reports of Officers

1. Secretary Report - Tom Butts (in lieu of Danelle Morgan)

- Carla made a motion to accept the minutes. Dan Collins seconded the motion. Motion passed.

2. Treasurer-Dan Collins

- See Annual 2008 Budget  
Income-\$46,080,87

Expenses-\$60,075.32

We were significantly over budget from the AEC.

- 2009 Budget discussion:
  - A motion was made to increase dues by 20% by Tom Butts, a second was made by Paul Rees. Decision was not unanimous, but the motion passed.
  - Need to change “retired” from \$15 to \$0, per bylaws.
  - Dan C. will call Amanda to see about getting rid of our PO Box so we can decrease the Expense line item 17 from \$1000 to \$200 (that item included stamps and other shipping supplies which we no longer need).
  - Richard made a motion to approve the budget with discussed changes. Dan Collins seconded the motion. Motion passed.

### 3. President’s and Education Committee report– Nicole Grisham

#### AEC Review

- Budgeting for the AEC needs some tweaking to avoid overspending. Food costs, exhibitor costs (AV) [Nicole and Chad will get together to assure we were only charged for the actual number of exhibitors], speaker costs which could be a result of multiple track leads, and the fact that there was no co-chair may have also been a factor.
- We were lacking sponsorships for the AEC. This could be a result of the economy, or possibly lack of perceived value in CEHA. A survey of the exhibitors was done and there were no negative comments. There might need to be a change in the way we market sponsorships.
- AEC survey has a high response (118 people) and was very positive. (Nicole discussed some highlights of the survey results.)
- Some consideration of having a joint conference with CPHA because 1) they have already signed a contract with a hotel to hold their conference the same week that we usually hold our AEC, and 2) there will be continuing discussion on SB194 and it may be a benefit to be together. Carla Ostberg made a motion to pursue collaboration with Public Health in the Rockies for the 2009 AEC. Motion was seconded by Dan Hendershott. Motion passed.
- AEC planning committee needs a co-chair, preferably on the Board. This will also address succession planning. Paul Rees and Chad

Perlmutter might be possibilities. Will depend on time commitments and thoughts toward becoming chair. Think about the commitments and get back to Nicole by the end of the year.

#### Action Plan Review

- Identified 2008 priorities that we have met and those that still needed to be addressed. #4 should be formalized with a request to add a CEHA update as a recurring agenda item at the EH Director's meeting (Dan H., Tom B., and Carla O.).
- Reviewed Action Planning Matrix.

#### Bylaw and Responsibilities Review

- Bylaw change passed. Carmen made a motion to post changed bylaws on website and send a Broadcast email to the membership regarding the change. Richard seconded the motion. Motion passed. Carla will ask Tom to make the change and send the email.
- Carmen will update the Board page and send all changes to Tom.

### III. Committee Reports

1. Membership Committee – Debbie Polelli (numbers provided by Tom Butts)
  - Active: 218
  - Life: 14
  - Retired: 3
  - Student: 33
  - Sustaining: 18
2. Sustaining Membership Committee – vacant – Chad Perlmutter will take this on.
  - (Did not get to this report.)
3. Nomination Committee – Carmen Vandembark
  - (Did not get to this report.)
4. Publication Committee – vacant
  - Carmen made a motion to have Amanda create a brochure before Dec. 31, 2008. Tom seconded the motion. Motion passed.
5. Education Committee – Nicole Grisham
  - see above for AEC review
  - One-day training review (Richard Stenson)
    - i. 2008 – Epidemiology, Sustainability, Plan Review, Biosolids

- ii. 2009 – need to come up with proposed trainings: Survey suggestions – epi and foodborne illness investigations, leadership, stress management, food manufacturing, GIS, zoonosis, swimming pool, new staff training (general), EH competencies/ accreditations, etc... Goal is 4 one-day trainings. Possibly combine lunch-n-learn.
- iii. 2009 volunteers – Heather Savalox, Michelle Girard, Royce Kinnaman (3 from survey – Nicole has phone numbers), Carla Ostberg, Hannah Reed, Nicole Grisham, Dan Collins (from Board) – Richard will contact potential volunteers to be sure ideas evolve and update at the next meeting.

6. Scholarship & Grants/Funding Committee – Tom Butts

- (Did not get to this report.)

7. Website Committee - Carla Ostberg

- Tom Gonzales currently our Webmaster. He is willing to continue this service, but we are considering moving to Alliance.
- Alliance costs for site revamp would need to be determined. Sharon will provide us with a bid. Chad will look at cehaweb.com.
- Carla will talk to Tom to see if he is willing to extend his services beyond the first of the year, going quarterly until we are able to make a switch to Alliance based services.
- Tom Butts made a motion to explore revamping of the website and hosting based on bids from the Alliance and possibly other outside sources. Carmen seconded the motion. Motion passed.

8. Legislative Committee and EH Director's update – Dan Hendershott

- Food Bill info.
- State ISDS position – no person in the position yet, but fees from localities still going in and the state has requested an increase in that fee.

IV. Unfinished Business

1. Alliance Service Fees

- CEHA needs to fill out the letter of intent prior to the end of November. The Alliance will then create an MOU. (Nicole)
- Services – Membership \$3600, Web \$1200, Publications \$350/each, conference TBD, one-day training registration (possibly coupled in website capacity), website revamp (TBD)

V. New Business

1. Board Responsibilities (per bylaws)

- Secretary position – Motion was made by Dan C. to remove the current secretary from office. Carla seconded the motion. Motion passed.
- Carmen will email the unsuccessful industry representative nominees to see if they would be interested in an interim Secretary position.

Next Meeting – Tuesday, February 3, Alliance Meeting Room  
Wednesday, May 20, Northglenn  
Friday, August 21, Copper Mountain or Summit  
Thursday, November 5, TBD

VI. Motion to adjourn - meeting adjourned at 4:26 pm