



COLORADO ENVIRONMENTAL  
HEALTH ASSOCIATION

**CEHA Board Meeting**, Tri-County Health Department, Northglenn Office  
10190 Bannock #100, Northglenn, Colorado 80260

November 4, 2010

Meeting Commenced by Dan at 9:39am

I. Roll Call and Introductions

Present:

Dan Collins– President  
Joe Malinowski – President Elect & EH Director's Representative  
Carmen Vandebark – Past President  
Ben Noller – Secretary  
Tom Butts –Treasurer  
Mindi Ramig – Metro County Representative  
Shana Fassman – Northeast Representative  
Kelli Gaines – Southeast Representative  
Stephanie Minnaert – Senior Student Representative (arrived at  
11:02am)  
Corine Waldau- Public Health Alliance of Colorado (arrived at  
10:26am)

Absent:

Tim Petz – Western Slope Representative

Dan welcomed new members Kelli and Shana to the Board

A quorum was present

## II. Reports of Officers

### 1. Secretary – Ben Noller

- Minutes from the May 18, 2010 Board meeting were previously distributed via email for comment
- Ben highlighted the May 2010 meeting minutes to the Board
- Tom made a motion that the May 18, 2010 Board meeting minutes be accepted into the record. Carmen seconded the motion. The motion carried unanimously
- Ben will check the website and post all past meeting minutes that have still not been included

### 2. Treasurer's Report – Tom Butts

- Presented an itemized Transaction List detailing activity from the last Board meeting through today's date (August 19 – November 4, 2010)
  - There was some discussion and subsequent explanation of some of the specific transactions
  - Following the discussion, Carmen made a motion to accept the updated Transaction List as presented. Joe seconded the motion. The motion carried unanimously
- Tom distributed a Profit & Loss Statement for the calendar year to date comparing the budgeted versus actual numbers. Highlights of the statement were discussed including:
  - Gross income from the AEC was approximately \$38K. This total did not include the Silent Auction funds, but did include sponsorships
  - Membership dues collected to this point looked pretty good. We were at approximately \$15K
  - The organization netted approximately \$2K for two one-day trainings (OSHA & Body Art)
  - We made approximately \$11K from the AEC
- Account balance update
  - Savings - \$16,601.39
  - Checking - \$4,213.83
  - CD - \$4,652.02
- Carmen made a motion to approve Treasurer's report. Shana seconded the motion. The motion carried unanimously

### 3. President's Report – Dan Collins

- Representatives Responsibilities Handbook – any updates needed?
  - Mindi reported that she had a couple of tweaks to make to her position description
- Dan stated that we should have a Board contact list on the Collaboration Room. Corine said the organization's Secretary should keep this updated every year. A handwritten version was initiated at the meeting in order to collect the information
- Dan reiterated that the organization's primary goals do not change from year to year
- Dan indicated that we do not interact well enough with other organizations (such as WCAEHO) in terms of education coordination or collaboration
  - Tom Orr should be copied on meeting minutes. This can be accomplished through the Collaboration Room
  - Corine noted that if we have a phone set up for the entirety of our meetings we will have to bear the cost
  - An action item was established for Dan to talk to Tom Orr and Kurt Dahl with the EH Directors
- Brochure updates – not needed
  - No updates are necessary for the regular membership brochure; however, the sustaining membership brochure needs to be completed
  - Ben will send the current version of the sustaining membership brochure to Carmen. We will tweak pictures and finalize the brochure
- Committee Chair assignments
  - Mindi is the Education Chair & AEC Planning Committee Co-Chair
  - Student Representatives – Stephanie
  - One-Day Training efforts
    - Dan is setting up an OSHA 8-Hour refresher course for December and another one in May. Tom suggested setting the date in May as the day before EH Director's meeting
    - RIHEL is working with Mark McMillan on a conflict resolution training

- Mindi will call Richard Stenson to see if he will continue in his role with leading the one-day training efforts. If not, Dan will step into this role
- Publications – Ben
- General Membership - Shana
- Sustaining Membership – Carmen
  - Ben will assist
- Nominations – Joe
  - Carmen will recognize Hannah's past service efforts
- Scholarships & Grants – Tom
  - Ben will assist
  - The Science Fair and awards banquet is probably the first thing to address. It will occur the first full week of April 2011
- Website – Dan
  - Kelli will assist
- Legislative – Joe & Tom
  - Kurt will assist

### III. Committee Reports

#### 1. Education Committee – Mindi

- AEC debrief highlights
  - 68 percent of the survey respondents attended the AEC
  - Among the most common reasons given for not attending was cost
  - A ranking of average was the highest percentage response given for ranking various aspects of the conference
  - It was noted that we are losing money on the benefits given to the speakers
  - Some people took the vegetarian lunches even if they did not order them
  - Consider a buffet meal for next year?
  - We had a lot of waste on the business luncheon. Approximately \$600 was incurred for unused food

- The survey revealed that the session tracks were good overall. Informative was the most often selected descriptor
- The emergency preparedness session was not well attended
- For next year, we may have to look at what sessions are competing against each other
- The body art session went over well. It was well attended
- The general environmental health session was not that well attended
- Survey responders reported that they wanted more on water/wastewater, especially on wastewater. This track was scaled down to one day. It received good marks on the survey
- The air & waste track was very strong
- Attendance was okay for the sustainability & built environment track
- The zoonosis track had good attendance. The students were strong presenters
- The online registration process received mostly good feedback. Most of the struggles were with FDA folks
- **Mindi will post the flip chart results from the Business Luncheon to the Collaboration Room**
- Ratings for the keynote address were as follows: average – 39 percent; above average – 32 percent; excellent – 29 percent
- We have a list of future topics for consideration
- The leading suggestion for an AEC site was the Breckenridge area (includes Keystone and Frisco). Based on the feedback of membership, we should be looking in the Summit County and Estes Park areas for a site
- **Mindi will follow up with Nicole and/or Paul about locating the AEC Handbook**
- There is a meeting scheduled with Nelson on December 6<sup>th</sup> to discuss hotels, Request for Proposals (RFPs), etc.
- We have several new volunteers for the Planning Committee
- The Next Planning Committee meeting is December 14<sup>th</sup> at 10:00 AM in Commerce City

- Likely dates for the 2011 AEC would be September 28-30 (Wednesday–Friday)
- Tom suggested sending the RFP out for AEC site selection for the next two years
- Ben asked if there would be any collaboration events for the next couple of years. The answer is no
- Carmen thought we should set the AEC dates for the next couple of years
- Ben made a motion that we set the AEC dates for the next two years and announce the date only for the 2011 event to the membership until the Planning Committee and Mindi have approval to issue a RFP for selecting sites for the next two years. Joe seconded the motion. The motion carried unanimously
- Mindi will tweak the language pertaining to the “day off” in the Handbook. She will contact Nicole to verify what was intended by this phrase

## 2. Student Representative – Stephanie

- Presentation and discussion of junior student representative candidates
  - Three candidates expressed interest. They were Alison Bamber, Mary Franks and Emily Jensen. Each candidate’s qualifications and response was discussed
- Ben made a motion that Alison Bamber be appointed as the Junior Student Representative to the CEHA Board. Kelli seconded the motion. The motion carried unanimously
- Dan will send an email to the candidates informing them of the results

## 3. One-Day Trainings

- Mindi will contact Richard to see if he will continue in this role
- We will attempt to have three or four trainings per year
- Targeting February 2011 for holding a conflict resolution training
- Corine noted that the Daniel’s Fund location is free for non-profit organizations. It is a quality meeting space facility and is located near 1<sup>st</sup> Avenue and Colorado Boulevard in Cherry Creek
- Carmen shared that she has been informed that people would like to see another body art training. Shana will work with Carmen on this one

- We should try to do something on the Western Slope. Perhaps a Plan Review?

#### 4. Publications – Ben

- The revised deadline will be December 1<sup>st</sup> for article submission for the next newsletter. The date was changed due to a lack of response
- Will finalize the sustaining membership brochure by working with Carmen
- Handed out name tags for new Board members Kelli Gaines and Shana Fassman

#### 5. Membership – Shana (Corine)

- The organization had 308 members as of November 1<sup>st</sup> which broke down as follows:
  - 237 active
  - 28 sustaining
  - 22 student
  - 4 retired
  - 17 life
- The current membership retention rate was reported to be 72 percent
- There are 420 former members in the database
- Membership renewals this past year happened quicker than usual
- We will maybe do another membership drive again this year during April
  - Stenette (sp?) won the AEC lottery last year but could not go, so she will use it this upcoming year
- Carmen suggested raising membership rates. Ben wondered since we are currently setting on good membership numbers if we are going to look greedy. Mindi wondered if it is the right time to raise rates. Tom said county budgets from which that money comes from are already set for the upcoming year. Tom suggested holding tight and maybe looking at altering the AEC rates. Along those lines, Carmen suggested something like raising the exhibition rates to \$200
- Corine suggested getting people in the habit of paying for the next year's membership at the AEC

- Dan suggested keeping the rate adjustment on a three-year cycle as we typically have in the past. He suggested cutting \$5 off the second year for a two-year membership renewal for general membership and \$2 off the second year for a two-year membership renewal for student membership
- Stephanie said maybe we should not make it available for students in case they graduate during that time
- Tom made a motion that we offer the reduced rate as suggested by Dan for the both individual and student memberships. Carmen seconded the motion. Ben amended the motion to state that the second-year discounted membership is valid only through March 31<sup>st</sup>, 2011. The motion carried unanimously
- Shana made a motion that we offer reduced membership rates during Public Health Week. The same discounts of \$5 and \$2 as presented in the previous motion would apply. Carmen seconded the motion. The motion carried unanimously
- Career Fairs – maybe we should expand our presence at these
- 2011 membership cards – Corine will set up the system so that people can print the cards if they desire

#### 6. Nomination Committee – Carmen

- Carmen will send the recent awards information to Ben to include in the newsletter
- Carmen said Brinda Yates from Pikes Peak Tattoo has some interest in the Industry Representative position. Carmen made a motion that the Board appoint the position for this year and have an election next year. Shana seconded the motion. The motion carried unanimously. Carmen will contact Brinda to inform her of the Board's decision

#### 7. Scholarships, Grants, and Funding – Tom

- Consideration of Dr. Peel's request for funding for the Nicaragua project
  - The CSU students and sponsors are going down after the first of the year. The school is sending four students and four group leaders this year. This will be CSU's last trip pertaining to this project
  - Stephanie will be among the students that are going. The group will be there for three weeks
  - We think that the Board gave them \$1,250 last year
  - Joe expressed that he likes supporting the students

- Ben said since we have supported this project in the past years, it would be good to support it this year as well
- Joe suggested targeting our contribution towards something EH specific like the mosquito nets they will need
- Dan also liked funding the students and the nets
- Tom indicated that there are some funds remaining in our scholarship fund from this year's (2010) budget
- Shana made a motion to fund \$200 per student and \$400 for the mosquito nets. Joe seconded the motion. Tom amended the motion to attribute the \$200 per student toward travel and/or other expenses. The Board will expect the students to contribute to the newsletters and present at the AEC. The motion carried unanimously
- CSU endowment fund
  - Tom suggested that the organization support the CSU endowment fund with a contribution of \$250, and made a motion stating such. Ben seconded the motion. Discussion ensued as to whether to increase the suggested contribution amount. After deciding not to increase the amount, the motion was put to a vote. The motion carried unanimously
  - Tom will create a letter on our behalf documenting this action. Dan stated that the letter should go on the website
- Carmen said only one person took advantage of our one-day training scholarships

#### 8. Website – Dan

- Nothing new to report

#### 9. Legislative Committee – Joe

- The question was posed about how to take a position on a legislative action?
  - Discussion revealed that CEHA does not typically take a position on legislative issues
  - It was decided that CEHA should steer away from taking a position on legislative action unless it was some unique situation
- Onsite wastewater regulations could potentially change next year
- Medical marijuana regulation changes will be coming

#### 10. Sustaining Membership – Carmen

- Will get the brochure finished and keep up our efforts to expand our sustaining membership, both in terms of numbers and diversity

#### 11. EH Directors – Tom and Joe

- Kurt Dahl is the new representative to the CEHA Board
- We could see some major changes in Denver
- Water and hazardous waste are revising a number of regulations
- The air sector has been very busy
- The Directors are looking to conduct some collaborative education opportunities
- Meeting schedules are: Pueblo in January, Jefferson County in April, Garfield County (Glenwood Springs) in July, Delta in October

#### IV. Unfinished Business

- Equipment Inventory
  - Dan asked that if anyone has any CEHA property, please bring it in and he will compile an inventory
- Shana made a motion to purchase a second study guide for the REHS exam. Carmen seconded the motion. The motion carried unanimously
  - Tom will purchase the study guide

#### V. New Business

- Goals
  - We already discussed the organization's goals. We do not need anything special or topical beyond this.
  - Create succession planning
- 2011 Budget
  - Tom had a draft budget prepared – the Board proceeds to go over a lot of the line items
  - The President-Elect will get mileage and hotel reward cards and plan to use those on the NEHA conference
  - Lisa VanRaemdonck (President of CALPHO) joins by telephone at 2:53pm to discuss what we want in terms of services from the Alliance

- If the Alliance takes over the newsletter entirely, it would be more web-friendly. The newsletter would have lead-ins and then click links to get the full story
  - How do we expand our speaker participation? Maybe offer the speakers a discounted membership rate
  - Do we do a lot of the registration stuff ourselves versus having the Alliance doing it?
- On behalf of doing a lot of the work ourselves, Kelli spoke about the networking and growth opportunities established by working together on the various committees, efforts, etc.
- The point was made that we have a lot of the systematic approach set up now to do some of the things ourselves
- Tom made a motion that we enter into a contract with a Not to Exceed value of \$8,500 for services from the Alliance with the details to be provided to the Board via email in order to refine and approve the scope. Mindi seconded the motion. The motion carried unanimously
- Dan will call Lisa to inform her that we are looking at a budget of approximately \$8,000
- Ben will get name tags for Kurt and Alison
- Science Fair – Tom will keep us posted. Seems that we have plenty of volunteers
- Board photographs are done
- Dan wanted Kurt to post his photos. Stephanie will sort through all that we have and eliminate those that should not go on the website
- Future meeting dates
  - February 17 2011 at TCHD - Northglenn at 9:30
  - May 12, 2011 at TCHD - Commerce City
  - August 24, 2011 at the AEC venue
  - November 10, 2011 at TCHD - Northglenn
- Tyler March is an intern that would like to assist us with developing a business plan. The idea would be to help us run the AEC more efficiently and effectively. Tom, Dan, Carmen and Joe will stay in touch

## VI. Adjournment

- Tom made a motion to adjourn the meeting. Ben seconded the motion. The motion passed unanimously

The meeting was adjourned at 4:22pm

DRAFT