



COLORADO ENVIRONMENTAL
HEALTH ASSOCIATION

CEHA Board Meeting, Public Health Alliance Office, 800 Grant Street, Denver, CO
February 3, 2009

Meeting Commenced by Carmen at 9:11am

I. Roll Call and Introductions

Present:

Nicole Grisham – President (arriving 10:48am)
Carmen Vandebark – President Elect
Carla Ostberg – Past President
Ben Noller – Secretary
Dan Collins –Treasurer
Tom Butts – Metro County Representative
Richard Stenson – Western Slope Representative
Paul Rees – Northeast Representative (arriving 9:20am)
Debbie Polelli – Southeast Representative (arriving 9:20am)
Dan Hendershott – EH Director’s Representative
Chad Perlmutter – Industry Representative
Sharon Stevenson – Alliance Representative
Hannah Reed – Education Representative (arriving 9:20am)

Amanda Hensley – Guest and Member of the Alliance (morning session only)

A quorum was present.

II. Reports of Officers

1. Secretary Report – Carla Ostberg (in lieu of Ben Noller as this was his first meeting)
 - Highlights from previous meeting

- Will eliminate PO box
- Dues – make corrections as necessary
- AEC – were we charged only for exhibitors that were actually present? Chad to follow-up
- Succession planning and co-chairs for AEC
- Dan H. provided an update at EH Director's meeting
- Need to post changes in by-laws on website –a lot of organization info is not on website
- Amanda created a CEHA brochure
- Richard to contact potential volunteers for one-day training
- Carla to get bids for website. Current webmaster having difficulty with CEHA-provided computer. No one else can make changes to website – is not getting updated in a timely manner
- Secretary was replaced
- Richard made a motion to accept the minutes. Dan Collins seconded the motion. Motion passed unanimously.

2. Treasurer-Dan Collins

- Received a check from Garrison
- Some people renewed membership at lower cost (\$25) before dues corrections were implemented
- Budget reports are attached
 - Through February 25, 2009, income = \$1,033.78 and expenses = \$1,170.27
 - Annual budget for 2009 is \$49,450

3. President's and Education Committee report– Nicole Grisham

AEC Review (from afternoon session)

- We were quoted a room rate (\$108) lower than that of our partner organization because it doesn't include housekeeping. Therefore, we need to go with higher rate (\$118) that does include housekeeping. Parking is included. Internet access is not included.
- Tom offers that we should have the option of the two rates, depending on whether the individual wants the housekeeping service or not.
- Nicole will follow-up.

III. Committee Reports

1. Website Committee - Carla Ostberg

- Chad and Amanda both solicited bids
- Amanda presents highlights of The Fuel Team's offering
 - Setup fee = \$1,000
 - Monthly fee = \$150
 - Annual charges = \$2,800 for first year; \$1,800 thereafter
 - Does not include \$100/month for Amanda's time
 - Is the same company that the Alliance uses
- Currently paying \$250 per quarter
- Chad has not seen bid from Corey that he solicited – thinks it may have gone to Nicole. Suggests comparing to other alternative.
- Discussion is tabled until afternoon and additional input can be provided.

2. Publication Committee – vacant

- Brochure discussion
 - Amanda had prepared a brochure since last meeting
 - Carla suggests possibly changing some of the photos and including our mission statement
 - Tom suggests that the brochure should be in pdf form on the website
 - Amanda will make revisions for the Board to review via email
- Newsletter discussion
 - Have been paying Signal Graphics for this service
 - Budgeted \$1,000 for this year which would include the brochure
 - Amanda can do the design work
 - Cost would be \$350 per newsletter regardless of size
 - Submission deadline for upcoming newsletter is next board meeting
 - Richard made motion to switch services to the Alliance. Carla seconded. Motion passed unanimously.
- Committee appointments
 - Dan H. and Ben will co-chair the Publication Committee
 - Additional committee members are Carla and Hannah
- The current fee for ad in newsletter is \$50. Committee should set up procedure for advertising. Maybe have different fees based on size of ad. Need to have something together by next meeting.

- Dan H. shows an environmental health calendar created for Summit County. This prompts the idea of constructing our own calendar. Could use as a give-away or sell them with some of the proceeds going toward student scholarships.
3. Education Committee – Nicole Grisham
- Annual Education Conference (**Sharon Stevenson?**)
 - Have a preliminary contract with Copper Mountain under review.
 - The bridge day can only accommodate 500 people comfortably.
 - Getting exhibitor interest from parties that previously never exhibited at either conference.
 - AEC fees rose last year - \$165 for early bird member.
 - One-Day Trainings (Richard Stenson)
 - Have a CEHA Conflict Management Workshop scheduled for April 22nd at Eagle Town Hall. Heather Savalox is coordinating. Fee is approximately \$65. Have a consultant /speaker on board for approximate cost of \$1,500.
 - Discussion Highlights – Carla notes that Heather has been looking for additional funding. Maybe talk with WCAEHO? Offer discounted rates? Need to establish a registration deadline. Dan C. states that we need to see training budgets and follow along to keep them in check. Richard asks whether the Board should decide/approve trainings before they happen. Hannah suggests that there could be a one-page proposal with a budget and other pertinent information provided.
 - Dan C. to team with Richard and Hannah to prepare a one-page form.

After a ten minute break, the one-day trainings report continues with Nicole having joined the meeting.

- Nicole discusses retail food training. Can accommodate up to 49 people at NETI. Date will be April 1st. Facility and date are confirmed. Need to set registration up through the Alliance. **Dan H. to contact an architect (his brother) about presenting information about symbols, inverts, grease traps, etc.**
- Carla brings up issue of sign-up fees for courses. Should encourage membership separate from training courses. However, fee structure where members' costs are less than non-members would remain. Tom says the difference should be \$15 and membership would be separate. So, if someone attended two trainings, the membership cost would be

recovered. Tom makes motion to have a \$15 difference in the fee structure. Richard seconds. Motion passes unanimously.

- A discussion regarding the potential of obtaining CEUs or TUs was held.
- Nicole discusses potential schools/institutions course. Therese is coordinating with Tri-County for a course. Must be after May 12th. Would this be a CEHA-sponsored event? She is also looking at child care training.
- Dan H. discusses pools course. Says it should happen maybe next April since Conflict Resolution is upcoming this year. Should occur before summer. The pools vendor is active in the organization. Tom says someone from CPSC should be involved.
- So to recap, we have two courses scheduled for sure – the Conflict Management and Retail Food Training courses; and one potential – the schools/institutions course.
- SB194 – this is an opportunity to get involved. We should define it before the attorneys provide their interpretation. Should definitely have something on this at the fall conference. Jeff is presenting in Montrose to six-county alliance. Richard asks if this should be a one-day training topic. Nicole to look into NEHA environmental health training.
- Treasurer Report (cont.) - Dan C.
 - Have around \$12K in bank.
 - Richard makes a motion to accept budget as presented. Carla seconds. Carmen and Tom want to look over more closely before approval. Richard withdraws the motion.

12:16 – 1:05PM Lunch Break

Following lunch, meeting resumes by drawing names for Glo-Germ give-away.

Committee Reports (cont.)

4. Membership Committee – Debbie Polelli

- 2009 membership numbers (to date)
 - Active: 15
 - Life: 13
 - Retired: 1

Student: 2

Sustaining: 2

- Fee adjustments
 - Active – from \$25 to \$30
 - Student - \$12
 - Life - \$300
 - Retired - \$0
 - Sustaining - \$225
 - Debbie will blast email to membership to remind them to renew.
 - Hannah will promote membership on campus.
 - Nicole reminds Board members to renew – should be done by next meeting.
5. Nominations Committee – Carmen Vandenburg
- Most positions are up for reelection this year including Secretary since Ben was appointed, not elected. Other positions include the President-elect and Treasurer.
 - Richard and Carla will not run again. Tom is considering whether to run again. Debbie and Ben will probably run for their positions.
 - Hannah's position is a one-year appointment. Only CSU has an environmental health program. Other schools have environmental science, but not environmental health programs.
6. Education Representative – Hannah Reed
- Did some research on schools with different programs that might be interested in EH. Looked at schools with environmental health, environmental studies, earth studies, earth science, environmental engineering, food safety, nutrition, and health and exercise science programs. Hannah's plan is to contact advisors at different schools to ask about student organizations.
 - What are the benefits for students? AEC is one.
 - Why join?
 - Networking
 - Speakers
 - Exposure to different areas of study
 - Scholarship
 - Are speakers available to discuss/present to students?
 - One idea would be a networking event for students and professionals. Maybe a casual interaction type evening. Perhaps at a location such as Odell Brewing Company. Could set up a membership table at these events.

- Hannah will initiate her efforts in her geographical area, then expand to other areas of the state.
- Nicole recommends that Hannah also contact public school districts.
- Richard suggests focusing on a couple of the ideas as opposed to pursuing all of them initially.
- Ben says we need to help Hannah establish contacts. For example he has a friend that knows a Regis University Board member.
- Nicaragua Project
 - Hannah thanks the organization for its support.
 - Is there a deadline for requesting funding?
 - The group especially needs money for student travel.
 - They have raised approximately \$10K; need \$36K. Money obtained thus far is from the college.
 - Will contact places like REI to request equipment.

Nominations (cont.) – Carmen

- Student Member position
 - The student member is a non-voting board position at this point. Can we generate enough student interest over the next year to get this to be an elected position?
 - Carla states that we would have to change our by-laws to make that happen.
 - Carmen states that we can make this position a 2-year term.
 - Nicole adds that alternatively, we can appoint the same person to a new term.
 - Chad says we could pull candidates from students that present at the AEC.
 - Sharon suggests holding a meeting with other student representatives from associated organizations.
 - Carmen suggests tabling further discussion about Hannah's position until the next meeting.
- Carmen states that it is important to have more than one person run for a position. We get a much better response if there is a contest. She asks the board to help recruit people to run.
- Award and board position nominations are due July 10th Carmen asks the Board to help with awards nominations.
 - Nicole reminds us of the possibility of Presidential Citation awards. Some discussion of the process and authority for doing this is held. The consensus is that it is at the discretion of the

President; however, Nicole wants input on this. The award could also go to industry; it is not regulated just to membership.

- Dan H. suggests we might get more response with periodic (quarterly?) nominations instead of annual.

Website Discussion (cont.)

- Corey's proposal comes with two cost options. The first is \$3,000 and comes with 60 hours of work. The second is \$4,250 and comes with 80 hours of work.
 - Amanda would be able to do follow-up once Corey set things up.
 - The Fuel Team cost for the first year = \$2,800 Corey = \$3,000, so they are basically the same.
 - Carmen asks if we would be locked into The Fuel Team for \$1,800 every year. How much would we change the website?
 - Nicole discusses the possibility of eventually doing things like posting presentations to the website.
 - Chad states that we just want something functional at this point. We can expand it later.
 - Should we get each of the two proposal groups to present their approaches so we can decide which is better for long-term maintenance and changes to the page?
 - Sharon informs the Board that Amanda would like to bid also if we are looking outside for a solution.
 - Debbie suggests that the CEHA logo is outdated and needs changing. Tom asks if we should solicit the membership for input on a logo change.
 - Carla will work on an RFP for the website bid. Tom will help. They will develop a checklist/RFP document. A committee comprised of Carla, Tom, and Debbie will summarize the submissions and make a recommendation to the Board which will then be put to a vote.
 - Nicole suggests that perhaps we can recognize Tom's (current webmaster) efforts at the next meeting. Carla suggests that perhaps a lifetime membership would be appropriate.
7. Scholarship & Grants/Funding Committee – Tom Butts
- Science Fair
 - Paul, Tom, Nicole, and Ben will judge.
 - Paul will do awards presentation on Friday night.
 - Historically, we gave awards of \$50 and \$100. Last year we gave \$75 and \$150. Shall we keep it the same? Yes – is okay because it is part of the approved budget.

- Fat Cat thank you letters – there is some question about how much the Glo-Germ guy donated. Tom will follow-up on amounts and send out letters.
8. Legislative Committee and EH Director's update – Dan Hendershott
 - State health decrease of 2 percent this year. Governor was proposing 10 percent cut for next year.
 - Food bill involves increasing restaurant licensing fees. Putting us up to 50 to 55 percent cost recovery – makes it more comparable with others across the country.
 - Asbestos – mobile home disposal issue. Asbestos is still used in some products, so can't set a date.
 - Sharon offers that there will be some push in the oil and gas regulation arena.
 - Richard states that a rain water bill will have effect on West Slope.
 9. Sustaining Membership Committee – Chad Perlmutter
 - We have one new member.
 - Chad is pursuing other new members.
 - Email any leads to Chad for follow-up.

IV. Unfinished Business

1. MOA with the Alliance/Service Fees
 - Services – Membership \$3,600, webpage support \$1,200, newsletters (2) \$700, \$125 for dues.
 - How do we pay? Quarterly? The Alliance will submit invoices. These will be due at the end of each quarter. First invoice will not include newsletter charges or monthly website maintenance fees.
 - Carmen makes a motion that we pay the Alliance quarterly for services rendered. Debbie seconds. Motion passes unanimously.
2. Issues from Membership
 - Carmen brings complaints from membership to the Board's attention. The complaint is that the Board does not follow through on things that are discussed. Issue is membership card. Another issue is the identification of Board members, especially at the AEC.
 - Ben to check on permanent name tags for Board members.
3. Co-chair of AEC Committee
 - Paul has been appointed to position.
4. Board Responsibilities Handbook
 - Ben to reformat for consistency.

V. New Business

1. Technology Inventory

- Dan C. to compile all information.

2. Additional Organization/Legislation Updates

- Public Health Day at the capitol is February 4, 2009.
- National Public Health Week is April 6-12, 2009.
- APHA annual meeting will be in Denver in 2010. Will host approximately 15,000 people from across the country.
- The Public Health Act (SB 194) is getting underway. Kathleen Matthews has been hired by CDPHE.

3. Scholarship Fund

- Received a check from Valley Precast for the scholarship fund. An apology letter was submitted to the Board regarding an issue with an employee that occurred at the AEC. The matter has been satisfactorily resolved.

Next Meeting – Wednesday, May 20, Northglenn
Friday, August 21, Copper Mountain
Thursday, November 5, TBD

VI. Motion to adjourn - meeting adjourned at 4:10 pm

ATTACHMENTS

Treasurer's Budget Reports

CEHA Budget Summary 2004-2008

Year	2004	2005	2006	2007	2008	2009
Income	\$40,384.33	\$38,826.25	\$39,203.85	\$42,142.66	\$36,518.51	
Expenses	\$34,927.16	\$32,597.81	\$48,230.06	\$41,771.17	\$56,914.17	
Profit/Loss	\$5,457.17	\$6,231.44	(\$9,026.21)	\$372.49	(\$20,235.62)	
Budget	\$30,870.00	\$40,400.00	\$50,300.00	\$57,150.00	\$56,700.00	\$49,450.00
End of Year Assets	filed	filed	\$29,521.16	\$30,211.94	\$11,395.12	

January – February 2009 Account totals

	<u>Feb 25, 09</u>
ASSETS	
Current Assets	
Checking/Savings	
1178 - Savings	755.16
3343 - Checking	2,587.20
4711- Scholarship	401.59
5389 - CD	<u>10,380.62</u>
Total Checking/Savings	<u>14,124.57</u>
Total Current Assets	<u>14,124.57</u>
TOTAL ASSETS	<u><u>14,124.57</u></u>
LIABILITIES & EQUITY	
Equity	
Opening Balance Equity	31,564.33
Unrestricted Net Assets	-
Net Income	<u>-136.49</u>
Total Equity	<u>14,124.57</u>
TOTAL LIABILITIES & EQUITY	<u><u>14,124.57</u></u>

January – February 2009 Budget Statement

	TOTAL				
	<u>Jan 09</u>	<u>Feb 1 - 25, 09</u>	<u>Budget</u>	<u>Jan 1 - Feb 25, 09</u>	<u>Budget</u>
Ordinary Income/Expense					
Income					
Annual Education Conference AEC	100.00	0.00		100.00	28,000.00
Direct Public Support	0.00	0.00		0.00	0.00
Dues (all types)	658.78	275.00		933.78	11,550.00
Grants & Other Funding Sources	0.00	0.00		0.00	500.00
Indirect Public Support	0.00	0.00		0.00	0.00
Interest Income	0.00	0.00		0.00	100.00
Investments	0.00	0.00		0.00	0.00
One Day Trainings	0.00	0.00		0.00	6,000.00
Other Types of Income	0.00	0.00		0.00	0.00
Program Income	0.00	0.00		0.00	0.00
Scholarship	0.00	0.00		0.00	3,300.00
Total Income	<u>758.78</u>	<u>275.00</u>		<u>1,033.78</u>	<u>49,450.00</u>
Expense					
Board (food)	0.00	152.74		152.74	8,150.00
Business Expenses	0.00	0.00		0.00	0.00
Committee (Publications, website)	258.75	0.00		258.75	3,500.00
Contract Services	0.00	0.00		0.00	0.00
Education	0.00	0.00		0.00	27,000.00
Facilities and Equipment	0.00	0.00		0.00	0.00
Misc. (Alliance Support)	758.78	0.00		758.78	7,800.00
Operations	0.00	0.00		0.00	0.00
Other Types of Expenses	0.00	0.00		0.00	0.00
Reconciliation Discrepancies	0.00	0.00		0.00	0.00
Scholarship Expense	0.00	0.00		0.00	3,000.00
Travel and Meetings	0.00	0.00		0.00	0.00
Total Expense	<u>1,017.53</u>	<u>152.74</u>		<u>1,170.27</u>	<u>49,450.00</u>
Net Ordinary Income	-258.75	122.26		-136.49	0.00
Other Income/Expense					
Other Expense					
Ask My Accountant	0.00	0.00		0.00	0.00
Total Other Expense	<u>0.00</u>	<u>0.00</u>		<u>0.00</u>	<u>0.00</u>
Net Other Income	0.00	0.00		0.00	0.00

Net Income

<u>-258.75</u>	<u>122.26</u>		<u>-136.49</u>	<u>0.00</u>
----------------	---------------	--	----------------	-------------