



COLORADO ENVIRONMENTAL
HEALTH ASSOCIATION

CEHA Board Meeting, Tri-County Health Department, Northglenn Office, 10190
Bannock, #100, Northglenn, CO

November 4, 2009

Meeting Commenced by Carmen at 9:46am

I. Roll Call and Introductions

Present:

Carmen Vandembark – President
Dan Collins – President Elect
Nicole Grisham – Past President
Ben Noller – Secretary
Tom Butts – Treasurer
Mindy Ramig – Metro County Representative
Tim Petz – Western Slope Representative (until lunch)
Paul Rees – Northeast Representative
Vicki Carlton – Southeast Representative
Joe Malinowski – EH Director's Representative
Chad Perlmutter – Industry Representative
Hannah Reed – Education Representative
Amanda Hensley – Public Health Alliance of Colorado
Corine Waldau - Public Health Alliance of Colorado (until lunch)

Absent:

None

A quorum was present

II. Reports of Officers

1. Secretary – Ben Noller

- Highlights from the AEC Annual Business Meeting of October 1, 2009
 - All of the Board members (11) were present
 - The Secretary presented the highlights from the 2008 Annual Business Meeting. A motion to accept the 2008 meeting minutes as read was made, seconded, and passed
 - Dan C. provided the Treasurer's report, giving the account balances and noting that an external audit on the organization's books had been conducted. A motion to accept the Treasurer's report as presented was made, seconded, and passed
 - Nicole gave the President's report. She discussed the NEHA conference participation and awards banquet, and recognized the student attendees to this year's CEHA AEC
 - The Education Committee report was presented by Nicole and Paul. They provided the AEC registration numbers and recognized the Planning Committee
 - Richard provided an update on one-day trainings, noting that two events had been held and one was planned for the fall
 - Chad talked about sustaining membership and exhibitors for the conference. The group was recognized
 - The Membership and Publication Committees report was presented by Amanda. She provided updated membership totals, discussed the CEHA brochure, and the newsletter
 - Carla presented the Website Committee update. A new website was launched in June with many amenities. The newsletter is also now online
 - Carmen gave the Nomination Committee report. Two members (Richard and Carla) are retiring from Board service. They were presented with certificates
 - The Legislative Committee update was presented by Dan H. He discussed the passage of the Public Health Reauthorization Act and three bills (retail food, carbon monoxide, and allergens in school) as well as the failure of a sick leave bill
 - Tom presented the Scholarships & Grants/Funding update. For the year, the organization gave a CSU scholarship, supported the CSU students in the Central America project, and provided

support for some of the college students in attendance at the AEC

- Hannah provided the education update. She discussed a networking event that was held earlier and plans for an upcoming event. She also summarized the number of student attendees and the schools represented
- Roy Kroeger, the NEHA Region 3 Vice President, gave an in-depth update on NEHA and its future plans
- The floor was opened up to the membership to discuss the idea of having the Western Slope and Metro Representative positions be filled by two people for each position instead of one
- Carmen announced this year's election results and gave the incoming President's speech
- The Annual Business Meeting minutes cannot be accepted until the next annual business meeting in 2010

2. Treasurer's Report – Tom Butts

- We have not received all the income from the AEC
- The AEC net income is around \$5K, but a lot has not yet been processed
- We have ~\$13K as of today in our various accounts
- We are close to almost a break-even status
- The AEC attendance being down was probably a function of the state of the economy
- \$6,800 is due to the Alliance for 2009 services rendered
- Account balances:
 - \$9,455.76 in savings
 - \$2,285.96 in checking
 - \$102.00 in the scholarship account
 - \$4,619.77 in a CD
- Dan discusses outside audit conducted by Deb McBride

3. President's Report – Carmen Vandenkark

- Carmen mentions the Board Responsibilities Handbook & Bylaws
- Introduces the CEHA brochure
- Emphasizes the responsibilities of the Board members to attend, participate, etc.
- Committee Chair assignments
 - Education – Nicole is stepping down. Paul remains as one chair. Mindy volunteers to co-chair
 - One-day trainings – Richard remains in this role
 - Publications – Ben
 - Membership – Dan?
 - Nominations – Carmen
 - Scholarships – Tom
 - Website – Dan
 - Legislative - Joe
 - Sustaining membership – Chad
 - Vicki has an interest in one-day trainings and will assist in this area
 - Hannah will remain involved with publications and education
 - Tim will assist Hannah with education issues
- Discusses expected 2010 monetary contributions from the Board

Formatted: Not Highlight

III. Committee Reports

1. Education Committee – Nicole

- 2009 AEC debrief
 - CEHA Annual Survey – 60 responses thus far
 - Feedback says the survey was too long
 - Should we consider splitting the survey?
 - Amanda can facilitate the survey but ownership needs to reside with the Board
 - Results to this point look positive
 - A lot of the response was “I want more of this to be a training for my staff.”

- 45 percent of the attendees were from the metro area
- Annual Business Meeting feedback
 - This was the first time we put agenda out beforehand and during the luncheon – it was very helpful
 - Very efficient and to the point – needs more time
 - Opened the floor to membership – they liked that
 - Metro Representative: more than not said keep it at one position
 - Same response for the Western Slope representative
- AEC feedback
 - What form of discussion is desired by membership? – More on the website. Also, 41 percent want regional meetings with their representative
 - 43 percent attended all exhibitor booths; most attended at least some
 - Liked the AEC edition of the newsletter
 - Liked the combined tracks
 - Liked the awards banquet
 - Liked the exhibitor support
 - Sending people to the conference is challenging
 - Should we change the length of the conference to a 2-day event? More than 50 percent say yes
 - Don't change the conference to two separate events
 - Don't change the time of year for the conference
 - Most valuable: conference, networking, education, collaboration
 - Would like to see more one-day trainings
- Complimentary contributions to the AEC
 - We have been able to provide complimentary attendance for Planning Committee members in the past. This is likely to get more difficult
 - This past year we provided 10 complimentary registrations (including meals); 9 speakers had their accommodations provided complimentary; 22 speakers had at least one day free; 4 scholarships; 4 student speakers

- Nicole presents her idea for an updated policy on discounted participation. She has prepared a 2-page policy statement outlining the requirements for involvement to be able to get discounted registration
- If we take this approach, we should set aside a line item amount in our budget that we are willing to commit to
- 2010 AEC
 - Overall the collaboration has been good
 - We have an opportunity to collaborate with FDA this next year – last week of September (28-30)
 - SW Regional – would have to have on the Front Range if we partner
 - Looking at Denver or Colorado Springs because of flights
 - Wanted to partner with WEHA, but they already planned to partner with Montana
 - Could get discounted attendance rates as the hosting state
 - Organizations will not likely send people to both; senior management will probably want to send people to FDA

2. Education Representative – Hannah

- Hannah has received two bios/essays (Stephanie, Katie) from prospective replacements for her position on the Board
- Hannah has had a lot of interaction with Stephanie and she has showed a lot of interest in the position
- Dan asks about the motivation of the individuals
- Nicole makes a motion to accept Stephanie Minnaert into a mentoring position for the Education Representative role. Dan seconds. Passes unanimously

3. One-Day Trainings

- Nicole talks about an idea she has for a training
- Carmen says people would like to have a body art session
- Mark McMillian may want to do some one-day trainings
- Dan will check on an OSHA 8-hr update

4. Publications – Amanda & Ben

- Newsletter – next one will be in January. Deadline will be Dec. 15 for publication in early to mid January
- Carmen asks what is the benefit of being a sustaining member? Can we put together a one-page brochure or letter? Carmen will forward her example letters to Ben to work on this
- Dan says we should add the membership benefits to the webpage

Formatted: Not Highlight

5. Membership - Amanda

- The Alliance is combining all memberships for the multiple organizations into one comprehensive, interactive database
- A membership renewal reminder will be going out after the first of the year

6. Nomination Committee – Carmen

- Dale's name is misspelled on the award we presented to him. The plaque is being redone
- Received feedback asking why did certain people win over others
- Nicole suggests providing the nominee's names to the membership early so that they are knowledgeable
- Ben wonders about potential problems with posting the information to the membership and then the Board making the decision
- Dan says we need to make known the requirements for the other awards (other than Milton Miller)
- Paul promotes the idea of an award specific to field staff
- Dan suggests tabling the issue for further discussion for now

7. Scholarships & Grants

- The silent auction did well (~\$2,400 + \$1K for Fat Cat)
- Four people contributed to the scholarship fund
- CSU Science Fair – will participate in 2010
- Tom Deville scholarship was not applied for this year. Hannah says a couple of people have questions. Deadline for submittal is Aug. 5th

- Carmen suggests mini-scholarships to aid our own members to attend our own events. She wants to look at this when we evaluate the budget

8. Website – Dan

- Carmen discusses our Region 3 affiliates (MT, WY, UT). We need to get our website link on theirs

9. Legislative Chair – Joe (Tom provides update this time)

- The state health department is working on several legislative proposals, primarily dealing with onsite wastewater; not much in consumer protection programs this year
- Joe suggests listening in on the legislative calls

10. Sustaining Membership – Chad

- Nothing new to report

IV. Unfinished Business

- Carmen asks the Alliance to bill us quarterly
- EH Directors update
 - NPDES supreme court win
 - Uranium mining
 - Disposal via injection wells
 - Next meeting is Jan. 14-15 in Pueblo
 - National Environmental Health Indicators Program
- Ben will send the August meeting minutes to the new Board members. The Board will approve the minutes via email

V. New Business

- Carmen revisits the idea of changing the organization's logo and then obtaining name tags for the Board
 - We will solicit the membership for a new design of our logo

- Nicole motions that we move forward once we get the new logo design with the purchase of the name tags. Ben seconds. Passes unanimously
- At 2:00pm we dial in to the Alliance conference call. Tom and Carmen provide updates for the EH Directors and CEHA, respectively
- Budget
 - The AEC totals are not included in the budget numbers being looked at today
 - AEC should be ~\$27K in revenue
 - AEC expenses will be from \$25-27K
 - We are running slim – there is no room for error
 - We go over new budget details to establish the 2009-10 budget numbers
 - Assume \$23,000 in AEC income
 - Assume \$20,000 in AEC expenses
 - Total income is projected to be \$42,310. Set expenses to offset the income
 - Tom will finalize the numbers and format and will email to the Board for review and approval
- Consideration of the FUNDI Group request
 - Ben inquires about the Nicaragua Project. Hannah does not know if they will request funding or send CSU students this year
 - Discussion ensues about the type of project this is. The concern is that although it has ties to environmental health issues, we typically fund educational type requests
 - If we vary from the educational support request, it may set a precedent
 - Dan motions that we contribute \$250 to this request for support. Amends his motion to include an AEC presentation requirement. Who seconded? The motion passed by a vote of 7 to 2
 - The check will be delivered Jan. 1 out of the 2010 budget
- Next meetings
 - Feb. 17th at Lone Tree (9:30 – 4:00)
 - May 18th at Northglenn (9:30 – 4:00)
 - Aug. 19th at AEC site – TBD (9:30 – 4:00)
 - Nov. 5th at Northglenn (9:30 – 4:00)

- |
- Science Fair will be April 8-10. We will judge on the 8th

VI. Adjournment

- Nicole motions to adjourn. Dan seconds. Passes unanimously

The meeting was adjourned at 4:17pm

DRAFT