

**CONNECTICUT ENVIRONMENTAL HEALTH ASSOCIATION
EXECUTIVE BOARD MEETING
Wednesday January 9, 2008**

A meeting of the Executive Board of the Connecticut Environmental Health Association was held on Wednesday January 9, 2008 at the Prospect Firehouse Prospect, CT. The following voting members were in attendance: Robert Guerrero, Vicky Carrier, Cameron Walden, David Rogers, George Calkins (12:10), Gil Roberts, Sal Nesci, Robin Sleeman (12:38), Scott Cook, David Knauf, and Joe Hock. Non-voting members present: Brian Testut (12:26), Carol Lord, Eric McPhee and Sands Cleary (12:19). Guest: Ray Jarema and Jerry Curran, DPH (1:15).

Call to Order

The meeting was called to order at 12:08 P.M. by President Robert Guerrero.

Additions, Deletions or Corrections to the Agenda

Motion by Sal Nesci to add a discussion about advertising in the newsletter to Old Business.
Second by David Rogers. **Motion carried.**

Secretary's Report - Approval of minutes.

Motion by Sal Nesci to approve the minutes of the December 12, 2007 Regular Meeting.
Second by Cam Walden. **Motion carried.**

Treasurer's Report – A written report was provided by George Calkins.

It was noted that the beginning balance for the saving account on this month's report is incorrect. It should be \$6248.30 not \$10,242.11.

Motion by Cam Walden to accept the report with that correction.
Second by Joe Hock. **Motion carried.**

George reported that a separate Yankee Conference account has been established and the monies previously approved by the Board have been deposited. All revenues and expenses for the Yankee Conference from this point forward will be channeled through this account.

George has been receiving notices from the IRS that they will be requiring electronic reporting from non-profit organizations and he is unsure what that means. Carol Lord stated that it requires registration with the IRS but a form 990 must be filed only in years when the organization has more than \$25,000 in income per year.

Motion by Cam Walden to authorize the Treasurer to seek the advice of an accountant, if needed, to complete the necessary forms. No monetary amount was specified.
Second by Joe Hock. **Motion carried.**

President Guerrero announced that he was going to deviate from the agenda to accept a report from Carol Lord who needed to leave early.

Subsurface Sewage – The 2008 meeting schedule has been established and will be put up on the CEHA calendar. The committee is working on the March NEIWPCC conference, and Carol will be submitting an article for the Newsletter about it. Soils training sessions have been set for June 11-13 and October 22-24, 2008. The committee is also working on a mentoring program for sanitarians working in towns that do not have septic systems, but who want to gain field experience. A template for a septic tank pump out ordinance is now at DPH and should be available soon.

STANDING COMMITTEE REPORTS

Membership – Robin circulated 4 new member applications. All are working at the Hartford Health Department. One of the applications did not have the educational record completed and she will follow-up on it. She reported that 200 out of 290 current members have renewed their memberships so far. Post card reminders will be going out at the end of the month for those renewals that are still not in.

Carol Lord leaves at 12:45 PM

Publicity/Newsletter – The deadline for submissions for the next issue of the Newsletter is January 18, 2008.

Nominations/Elections – There are still no nominations for the vacant Vice President position and the established deadline has passed.

Motion by Cam Walden to extend the deadline for nominations to February 29.

Second by Robin Sleeman. **Motion carried.**

Old Business

Advertising the Newsletter - Cam Walden distributed a draft policy on advertising in the Newsletter and asked the members to review it and provide comments for next month. David Knauf noted that the recent changes to the bylaws which modified the definition of Active Members might result in current Corporate Members applying for Active membership instead.

Budget – President Guerrera will be sending out a simple form to each committee chair asking for anticipated revenues and expenses for budgeting purposes. The report form put together by Carol Lord would appear to satisfy the needs of CEHA for now and more detail can be brought in later. She will input the checkbook records and Treasurer reports that she has into the new format to use as a starting point.

SPECIAL COMMITTEE REPORTS

Water – Eric noted that the first meeting of the Water Committee will be January 31st. Cam discussed guidelines for drinking water sampling that could be put up on the web site. David Knauf noted that such guidelines had started as a Farmington Valley Health District effort but has since involved DPH & CEHA. A discussion followed that raised several issues including who would use the guidelines (real estate agents, homeowners etc.) and what they would be used for. It was decided that any sampling guidelines should be an educational tool for homeowners.

Motion by David Knauf to refer this issue to the Water Committee for the development of well water sampling guidelines. To be brought back to the full CEHA Board for approval.

Second by Sal Nesci. **Motion carried.**

Yankee Conference Planning – Sands Cleary circulated a list of potential themes for the upcoming Yankee Conference and asked each Board member to vote for their top choices. After all of the votes were counted the winning theme was determined to be “Inspiring Excellence in Environmental Health Practice.”

A draft agenda with fees for vendors and attendees was also provided. The proposed fees were proposed:

Exhibitor booth	\$500
Program ad	\$100 full page
	\$50 half page
	\$25 quarter page
Sponsorship breakfast or break	\$250
Sponsorship Lunch or hospitality	\$500
Sponsorship Banquet	\$1000
Conference registration	\$195 full
Wed or Friday day registration	\$45
Thursday registration	\$105

Conference registrations include breaks and meals offered that day except for the Banquet which is sold separately.

Patrice Sulik has almost completed the list of potential vendors which has about 300 names on it, and Aimee Eberly has lists of potential attendees from New England and the adjoining states. This list contains about 1500 names. Save the Date postcards will be going out shortly.

Motion by David Rogers to approve the fee structure for exhibitors, programs ads and sponsorships. **Second** by Robin Sleeman. Lengthy discussion after which the **motion was approved**. The committee will discuss setting a separate fee for ads appearing on the back cover of the program book, which will be a three ring binder style.

The draft agenda, which is not yet complete, has only a short segment on food and it was noted that in the absence of continuing education requirements for subject other than food in Connecticut, the Thursday program needs to have a strong food component in order to attract single day attendees. Massachusetts sanitarians can apply for credit for many areas, so the food component is less critical for them. David Knauf stressed the need to have the CEHA Ad Hoc or Special Committees involved in creating the Yankee Conference agenda. Sands replied that he has already asked each committee to submit 3 topics in their area that could be included, but the response has been meager.

Motion by David Knauf to direct the various CEHA committees to submit ideas on topics and speakers for the Yankee Conference to the planning committee.

Second by Joe Hock. **Motion carried.**

Sands also discussed offering the naming rights to the President’s Banquet for an additional \$2500 as a way to generate additional revenue.

Motion by Sal Nesci to offer naming rights to the banquet for \$2500

Second by Joe Hock.

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George Calkins objected to the idea of selling naming rights, thinking it cheapened the event and CEHA's good name. David Rogers stated that this could be a risky venture since CEHA would be stuck with whomever was first with the fee even if it was a person or company CEHA might not be comfortable being associated with. Sands responded that CEHA would reserve the right to reject any applicant it did not want. This precipitated a discussion on what criteria would be used to reject an applicant. It was also noted that it would be very odd to sell a sponsorship for the banquet for \$1000 and then selling naming right for an additional \$2500, most likely to another person or company. Following a lengthy discussion there was a **motion** by Cam Walden to table the original motion. **Second** by Robin Sleeman. **Motion carried with 1 opposed; motion to sell banquet naming rights is tabled.**

Adjournment

Motion to adjourn at 2:15 P.M. by Robin Sleeman.

Second by Cam Walden. **Motion carried.**

Respectfully submitted,

David Rogers

Secretary

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