

**CONNECTICUT ENVIRONMENTAL HEALTH ASSOCIATION  
EXECUTIVE BOARD MEETING  
Wednesday December 12, 2007**

A meeting of the Executive Board of the Connecticut Environmental Health Association was held on Wednesday December 12, 2007 at the Connecticut Hospital Association Wallingford, CT. The following voting members were in attendance: Robert Guerrero, Cameron Walden (1:50 PM) David Rogers, George Calkins (1:15 P.M.), Phyllis Amodio, Robin Sleeman, Scott Cook, Francesca Provenzano, David Knauf, and Sal Nesci. Non-voting members present: Carol Lord and Sands Cleary. Guest: Ray Jarema, DPH.

**Call to Order**

The meeting was called to order at 12:29 P.M. by President Robert Guerrero.

**Approval of Appointed Board Members**

President Guerrero presented the following names for approval as Standing Committee Chairs for 2008:

Scholarship/Awards	Sal Nesci
Membership	Robin Sleeman
Legislative	Scott Cook
Education	Francesca Provenzano
Publicity/Newsletter	David Knauf
Nominations/Elections	Joe Hock

**Motion** by David Rogers to approve the slate as presented. **Second** by Phyllis Amodio.  
**Motion approved.**

President Guerrero presented the following names as Special/Ad Hoc Committee Chairs for 2008:

Housing/Lead	Brian Testut
Food	Laura Pagliaro
Water	Eric McPhee
SSDS Advisory	Don Mitchell & Carol Lord
Summer Meeting	Marco Palmeri

**Motion** by Phyllis Amodio to approve the slate as presented. **Second** by David Rogers.  
**Motion approved.**

**Secretary's Report - Approval of minutes.**

**Motion** by Robin Sleeman to approve the minutes of the Annual Meeting.  
**Second** by Scott Cook. **Motion carried.**

**Motion** by Scott Cook to approve the minutes of the October 10, 2007 regular meeting.  
**Second** by Robin Sleeman. **Motion carried**

**Treasurer's Report** – Postponed **pending** the arrival of the Treasurer.

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## President's Report

President Guerrero read a thank you note he received from Judith Dicine about the Honorary Membership she received at the Annual Meeting. He also received a check from the Yankee Conference Board for the amount of the Yankee Conference Scholarship recently awarded. He will present the check to George Calkins when he arrives. He asked if a second checkbook should be obtained so bills can be paid if the Treasurer is not available. Sands Cleary reported that the signature cards should be updated to include the current CEHA President each year. The funds are held by Citizen's Bank which has some branches in southern CT so it should not be necessary to change banks. With the President as a second signatory on the account, bills can be paid and deposits made even if the Treasurer is unavailable.

With the resignation of Luci Ponganis, the Vice President position is currently vacant and needs to be filled. **Motion** by Scott Cook to create a nomination form to solicit candidates for the position with a return date of 12/31/07. **Second** by David Rogers. Names may be submitted either by regular mail or by e-mail. **Motion carried.**

## STANDING COMMITTEE REPORTS

**Membership** – Robin circulated 11 new member applications. She reported that 107 out of 289 current members have renewed their memberships so far. She has also received \$115 in donations to the Scholarship fund.

**Education** – Francesca has summarized the feedback forms from the Annual Meeting and passed out summaries of the results. She has also assembled a list of attendees and has begun determining the need/desire of members for further training in various areas.

The Disaster Recovery Field Manual has had its first edit but the final version has been delayed, and she is not sure when it might be available. Brian Toal of DPH has a Toxic Hazards training session that he would like to present in March. Board members feel that it might be better to hold this until the Yankee Conference in September, but DPH seems to want to do it sooner. Brian may have other topics that can be covered at the Yankee Conference, but Francesca will see if DPH is willing to hold off until the Yankee Conference with this one.

**Publicity/Newsletter** – David Knauf needs to update the contact information on the website. He asked all Board members to provide him with current contact information, especially those who are new to the Board.

David reported that he has received an inquiry from Custom Data Processing about advertising in the newsletter. The current policy states that advertising is subject to approval by the Executive Board but contains little detail and is unclear. Issues that are not addressed include content of the ads, size and costs, etc. There was also a question about how much of Robin's time would be needed to accommodate advertising. George Calkins stated that revenue from the sale of ads could be used to compensate Robin for her time in assembling the newsletter and including ads.

**Motion** by Scott Cook to have the Policy & Procedure Committee draft a policy on advertising for consideration by the Board for the January meeting. **Second** by George Calkins. The vote on the motion was 4 in favor and 4 opposed. President Guerrero voted in favor of the motion which was **approved**. The next issue of the newsletter will go out in late January with a deadline TBD. Photos of the Board will be taken at the January meeting.

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**Treasurer's Report** – George Calkins distributed a written report. He stated that the Yankee Conference account has no income so far and expenses of \$1000.

**Motion** by Sal Nesci to accept the Treasurer's report and authorize the opening of a separate Yankee Conference account with \$3000 seed money. **Second** by Phyllis Amodio. Scott Cook proposed an **amendment to the motion** to include a co-signer on the account and charge the expenses so far against the \$3000 seed money. The amendment was accepted by the maker of the original motion and it's second and was **carried**.

## **SPECIAL COMMITTEE REPORTS**

**Yankee Conference Planning** – Sands Cleary reported that the committee met in November and set fees for attendees and vendors. Sponsorships were also discussed. There will be 3 meeting rooms and 10 sleeping rooms have been reserved by CEHA @ \$98/night. There is space for 20 vendors. Topics for the educational program are being solicited. Past President Walden is getting affiliate membership rosters and NEHA members in New York and New Jersey.

**Policies Procedures & Bylaws** – Cam Walden has prepared a template for nominations and a sample ballot. **Motion** by Cam Walden to accept the nomination form and ballot for inclusion in the Policy & Procedure Manual and on the website. **Second** by Robin Sleeman. David Knauf noted that these should not be put on the website until the special election has been held to avoid confusion. **Motion carried**.

**Subsurface Sewage** – Carol reminded the Board of the NEIWPC meeting in March. She stated that Yankee Conference promotional materials could be distributed during that meeting. Soils training is being planned for the next 2 years to be held in spring and fall of 2008 and 2009.

**Old Business** – Robin Sleeman asked about the development of a budget. Cam Walden made a **motion** to establish an ad hoc committee charged with developing a budget for CEHA to be presented to the Board. **Second** by David Knauf. Following a discussion, the **motion was carried**.

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**New Business** – Scott Cook reported that he recently had a problem getting information from the DPH Asbestos program about notification of a project in his town. Francesca noted that there had recently been a death of a program staff member that had caused a backlog of work there. It is hoped that this will be cleared up soon.

### **Adjournment**

**Motion** to adjourn at 2:50 PM by Sal Nesci.

**Second** by Scott Cook. **Motion carried.**

Respectfully submitted,

David Rogers

Secretary

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