

**CONNECTICUT ENVIRONMENTAL HEALTH ASSOCIATION
EXECUTIVE BOARD MEETING
Tuesday December 9, 2008**

A meeting of the Executive Board of the Connecticut Environmental Health Association was held on Tuesday December 9, 2008 at the Southington Public Library Southington, CT. The following voting members were in attendance: Vicky Carrier, Scott Cook, Jennifer Eielson, David Rogers, George Calkins, Phyllis Amodio, Michael Kirby, David Knauf, Robin Sleeman, and Joe Hock. Non-voting members present: Marco Palmeri, Nancy Wheeler and Don Mitchell. Guests: Sharon Antunes, John Deckert, David Boone and Mira Lami and Ray Jarema

Call to Order

The meeting was called to order at 12:31 P.M. by President Vicky Carrier.

Approval of Appointed Board Members

President Carrier presented the following names for approval as Standing Committee Chairs for 2009:

Scholarship/Awards	Sal Nesci
Membership	Robin Sleeman
Legislative	David Bone
Education	Alessandra Litro
Publicity/Newsletter	David Knauf
Nominations/Elections	Joe Hock

Motion by Scott Cook to approve the slate as presented. **Second** by Jennifer Eielson.
Motion approved.

President Carrier presented the following names as Special/Ad Hoc Committee Chairs for 2009:

Housing/Lead	Marco Palmeri
Food	Nancy Wheeler
Water	Eric McPhee
SSDS Advisory	Don Mitchell & Carol Lord

Motion by Scott Cook to approve the slate as presented. **Second** by Jennifer Eielson. **Motion approved.**

Approval of Treasurer and Elected Director

President Carrier nominated Sharon Antunes to assume the position of Treasurer following the resignation of George Calkins and John Deckert to fill the vacancy in the position of Elected Director (3 year term).

Motion by Scott Cook to approve the nominations as submitted.
Second by David Knauf. **Motion carried.**

Approval of Newsletter Editor

President Carrier nominated Mira Lami to assume the position of Newsletter Editor.

Motion by Scott Cook to approve the nomination as submitted.
Second by David Knauf. **Motion carried.**

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Treasurer's Report – George Calkins presented a report for the period from May 14 to December 9, 2008.

For the benefit of the new members of the Executive Board, George explained each of the accounts that CEHA has and what they are used for. George and Sharon are coordinating the transfer of accounts with the change in Treasurer.

Motion by Robin Sleeman to accept the Treasurer's Report

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

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 Robin Sleeman to approve the minutes of the October 8, 2008 regular meeting.

Second by Scott Cook. **Motion carried**

STANDING COMMITTEE REPORTS

Membership – Robin circulated 5 new member applications. She reported that about 25% of current members have renewed their memberships so far. She suggested having one or more membership networking events such as wine tastings in the coming year to generate more enthusiasm by members. Anyone with ideas for this should contact Robin.

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.

The next issue of the Newsletter should go out sometime in January. It will include contact information for the Board and a notice about renewal of membership. Article submission deadline is January 14th.

SPECIAL COMMITTEE REPORTS

Subsurface Sewage – The next committee meeting is December 18th. Changes to the Technical Standards will be out in January 2009. Don asked if there was interest in having a training session on pumped systems. This would be a half day seminar. Members thought this would be a good idea and suggested combining it with the Technical Standards review to make a full day. It is more difficult for some to get to two half day sessions than one full day. Don will check with DPH to see if this can be done. David Knauf asked if there could be another session on proprietary systems.

Housing – Marco Palmeri distributed copies of the draft Property Maintenance Code that was presented by Judy Dicine in September. There was a discussion about its use and applicability. The Code may be more useful in Health Districts with multiple towns than in municipalities. Addressing conditions associated with blight rather than public health are of concern to many Board members.

Marco also noted the recent document from DPH about lead hazards in child day care facilities.

David Knauf leaves at 1:38 P.M.

Yankee Conference – Scott Cook presented the final financial statement for the 2008 Conference. There was a net profit of \$9630.47, 60% of which goes into the CEHA treasury and 40% to be held by the Yankee Conference Board for scholarships.

Motion by Joe Hock to accept the report and forward \$3852.19 to the Yankee Conference Board for CEHA scholarships.

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

New Business

Don Mitchell reported that there have been only 6 responses to his survey on how sanitarians got into the field. All are encouraged to e-mail Don with their experiences. CADH has also expressed an interest in this topic.

President Carrier will provide an update on the March 2009 training event when the details are available.

President Carrier discussed how CEHA might be able to assist members in preparing to take the RS exam. There was a discussion about whether it would be better for CEHA to maintain a library of study materials or to promote a network of other sanitarians who might have them. There was also some interest in having CEHA purchase books and donate them to libraries for use. Vicky is also working on a flyer promoting environmental health as a profession.

Joe reported that Steve Maskara of the Trumbull-Monroe Health District is interested in being one of the CEHA representatives to the Yankee Conference Board. He needs to seek the approval of his governing bodies before moving forward.

Old Business

Water Sampling Guidelines – No report

Draft Policy on the Conduct of Business Meetings – No report

Insurance Policy Update – George Calkins reported that 5 members of the Board are currently covered by the policy; it was previously 9. The Board needs to decide which positions should be included on the policy.

Review of Financial Records - With the change in Treasurer, it has been suggested that the CEHA financial records be reviewed by a professional so we can have a "clean slate". President Carrier has obtained one rough quote from an accountant of about \$1000-1500. This firm indicated that a review of past tax returns was advisable, but George Calkins noted that CEHA has not been required to file tax returns every year unless there was a request by the IRS. After discussion, it was decided to get additional quotes and continue the discussion in January. Scott Cook will contact someone he knows who may be able to do this.

Scholarship Scoring Update – No report

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Adjournment

Motion to adjourn at 2:45 PM by Scott Cook
Second by Jennifer Eielson. **Motion carried.**

Respectfully submitted,

David Rogers

Secretary

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