

**CONNECTICUT ENVIRONMENTAL HEALTH ASSOCIATION
EXECUTIVE BOARD MEETING
Tuesday December 9, 2009**

A meeting of the Executive Board of the Connecticut Environmental Health Association was held on Tuesday December 9, 2009 at the Wallingford Town Hall Wallingford, CT. The following voting members were in attendance: Scott Cook, Jennifer Eielson, Vicky Carrier, David Rogers, Sharon Antunes, John Deckert, Phyllis Amodio, Eloise Hazelwood, Maryam Hosseini and David Knauf (1:28 PM). Non-voting members present: Jessica Fletcher. Guests: Ray Jarema, CT DPH, Kathi Traugh, YCPHP.

Call to Order

The meeting was called to order at 1:13 P.M. by President Scott Cook.

Approval of Agenda – Sharon Antunes requested that the October 2009 Treasurer's Report be added. President Cook noted that the appointment of the Treasurer would be taken up before the Standing Committee Chair approvals.

Motion by Phyllis Amodio to approve the agenda as amended. **Second** by Jennifer Eielson. **Motion carried.**

President's Report – President Cook stated that the meetings would be conducted in accordance with *Roberts Rules of Order*. He requested that those wishing to speak on an agenda item, raise their hand and be recognized by the Chair so the discussion can be conducted in an orderly fashion.

Appointment of the Treasurer

Motion by Jennifer Eielson to approve the appointment of Sharon Antunes as CEHA Treasurer for a 2 year term. **Second** by John Deckert. **Motion approved by the Elected Officers.**

Approval of Standing Committee Chairpersons

Motion by Jennifer Eielson to approve following persons as Standing Committee Chairs for 2010:
Scholarship Eloise Hazelwood, Membership Maryam Hosseini, Legislation David Boone, Education Alessandra Litro, Nominations & Elections Joe Hock, Publicity/Newsletter David Knauf. **Second** by Sharon Antunes. **Motion approved by the Elected Officers.**

Approval of Special Committee Chairpersons

Motion by Jennifer Eielson to approve following persons as Special Committee Chairs for 2010:
Housing/Lead Marco Palmeri, Food Jessica Fletcher, Subsurface Sewage Don Mitchell & Carol Lord, Water Eric McPhee, Summer Meeting Marco Palmeri. **Second** by John Deckert. **Motion approved by the voting members of the Executive Board.**

Appointment of Yankee Conference Representatives

Motion by Jennifer Eielson to approve the appointment of Joe Hock and Nancy Wheeler as CEHA Yankee Conference Board Representatives. **Second** by Vicky Carrier. **Motion approved by the voting members of the Executive Board.**

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Guest Speaker - President Cook introduced Kathi Traugh from the Yale Center for Public Health Preparedness who addressed the Board about part 3 of the *Disaster Field Manual Training* that YCPHP is planning. The Center has enough money to fund a full day training session and may be able to bring a subject matter expert from out of state. Kathi is soliciting input from CEHA on what type of training we think would be most beneficial. A number of ideas were presented and Kathi will work with Alessandra in setting something up in the Spring of 2010. CEHA will help to promote and advertise the training.

Budget – Sharon Antunes presented a draft budget for CEHA for 2010 that was worked out by the Policies & Procedures/Bylaws Committee. The budget is a rough estimate of income and expenses and is subject to revision as needed. **Motion** by Eloise Hazelwood to adopt the budget as presented with the understanding that it may be revised as needed. **Second** by Jennifer Eielson. **Motion carried.**

Treasurer's Report – Sharon Antunes distributed a report fiscal year ending September 30, 2009 and monthly reports for October 2009 and November 2009.

Motion by Eloise Hazelwood to accept the Annual Treasurer's Report as submitted. **Second** by Phyllis Amodio. **Motion carried.**

Motion by Phyllis Amodio to accept the October 2009 Treasurer's Report as submitted. **Second** by Jennifer Eielson. **Motion carried.**

Motion by Phyllis Amodio to accept the November 2009 Treasurer's Report as submitted. **Second** by Jennifer Eielson. **Motion carried.**

Sharon presented an invoice in the amount of \$127.20 to pay for the "big checks" given out to the scholarship winners at the Annual Meeting. Eloise noted that this was a rush job this year so the cost was higher than it normally would be. **Motion** by Phyllis Amodio to approve the payment of the invoice. **Second** by Jennifer Eielson. **Motion carried.**

Phyllis Amodio leaves at 2:28 PM.

Sharon also reported that the dishonesty insurance premium is due in January. She will check with some other companies to see if the cost can be reduced.

Secretary's Report - Approval of minutes.

Minutes of the October 2009 regular meeting and the November Annual Meeting were sent out to the members.

Motion by Jennifer Eielson to approve the minutes as submitted. **Second** by Eloise Hazelwood. **Motion carried.**

STANDING COMMITTEE REPORTS

Education – No report

Legislative – No report

Membership – Maryam circulated 3 new member applications for approval. She was asked by the Hartford Health Department if they could join as a Corporate member to save on the cost of dues. David Knauf remarked that they do not fit the description of a Corporate member written in the bylaws. Maryam also asked if there was a brochure describing CEHA that could be used as a tool to recruit new members. David Rogers and David Knauf reported that there was such a brochure many years ago, but that it is not currently being used and needs to be updated. They will forward copies they have to Vicky Carrier who will revise it.

Nominations & Elections – No report

Publicity/Newsletter – David Knauf reported on the results of the election for a new CEHA motto. The motto with the most votes is “Promoting Environmental Health in Connecticut Since 1954”, which was suggested by Don Mitchell.

Motion by Eloise Hazelwood to adopt this as the new CEHA motto. **Second** by John Deckert. **Motion carried.**

David noted that the next issue of the Newsletter is due out in January and will contain the new Executive Board make up, remarks from the new President and the new motto.

Scholarship & Awards – No report

SPECIAL COMMITTEE REPORTS

Housing/Lead – No report

Food – Jessica Fletcher reported that the Conference for Food Protection will be held in Providence in April 2010 for 6 days. The task of the conference is to consider changes to the FDA Food Code. It is, however, quite expensive to attend so she is not sure if she will be able to be there.

Policies & Procedures/Bylaws – The committee has not met for a while but there are several items that need to be discussed. They are planning to meet before the January Executive Board meeting.

SSDS - Don Mitchell was not in attendance but submitted a report by e-mail. The committee is meeting on December 17th.

Water – No report

OLD BUSINESS

Facebook – The CEHA page on Facebook has been up for 3 months. Sharon reported that there are 20 “fans” of CEHA on the page. She thinks it is a good way to attract younger members to the Association.

Motion – by Sharon Antunes to continue the CEHA Facebook page. **Second** by Eloise Hazelwood. **Motion carried.** Sharon will continue to have the responsibility for maintaining and monitoring the page.

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NEW BUSINESS - None

Adjournment

Motion to adjourn at 3:05 PM by Jennifer Eielson
Second by Eloise Hazelwood. **Motion carried.**

Respectfully submitted,
David Rogers
Secretary
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