

**CONNECTICUT ENVIRONMENTAL HEALTH ASSOCIATION
EXECUTIVE BOARD MEETING
Wednesday March 11, 2009**

A meeting of the Executive Board of the Connecticut Environmental Health Association was held on Wednesday March 11, 2009 at the Prospect Firehouse Prospect, CT. The following voting members were in attendance: Vicky Carrier, Scott Cook, Jennifer Eielson, Rob Guerrera, David Rogers, Sharon Antunes, Phyllis Amodio, Michael Kirby, John Deckert, Robin Sleeman, David Boone, David Knauf and Joe Hock. Non-voting members present: Don Mitchell. Guests: Eloise Hazelwood and Ed Briggs.

Call to Order

The meeting was called to order at 12:28 P.M. by President Vicky Carrier.

Approval of Agenda – The following change was made to the agenda:
Report from the Bylaws/Policies & Procedures Committee added to #7

President's Report – President Carrier reported that she had already sent out a letter of recommendation for Maura Esposito as noted last month. President Carrier will e-mail the letter to the members of the Board. She has not finished the registration process with the Secretary of State, but should do so soon. The flyer about becoming a RS/REHS has been modified and will be forwarded to the Board. President Carrier also reported that Sal Nesci has resigned as Scholarship Chair. His replacement will be taken up under New Business. She also reported that Steve Maskara is unable to serve as CEHA representative to the Yankee Conference Board.

Treasurer's Report – Sharon Antunes distributed a report for February 2009. In the breakdown of expenses it was noted that the cost for the postcards sent out should be expensed against Legislative rather than Membership.

Motion by Scott Cook to accept the Treasurer's Report with that correction. **Second** by Joe Hock. **Motion carried.**

Sharon notified the Board that the AEC CD was due to mature shortly and asked if there was a designated use for this money. George Calkins had told Sharon that the original intent was to offer some of the funds for special projects or as grants for proposals submitted by members that would advance the purposes of CEHA or the profession, but no applications were received. In the current fiscal situation, it was decided to keep the money for an emergency. If the CD is rolled over, Sharon would like to move it to a more convenient location.

Motion by Dave Boone to authorize the Treasurer to roll the CD over at a bank with a convenient location, favorable rate and for a period of her discretion. **Second** by Phyllis Amodio. **Motion carried.**

Sharon is still waiting for a response from the accountant to perform the review of CEHA financial records

Secretary's Report - Approval of minutes.

Motion by Dave Boone to approve the minutes of the February regular meeting.
Second by Robin Sleeman. **Motion carried**

STANDING COMMITTEE REPORTS

Legislative - Dave Boone gave a status report on several of the bills that he has been tracking. He reported that the budget bill had a hearing on March 6th and he presented testimony on behalf of CEHA. He is unsure of the next step in the process but will keep the Board updated of its status.

Membership – Robin reported that 71 current members have not renewed their memberships yet. A final notice will be sent out soon.

Nominations/Elections – An announcement about this year's election will be placed in the next edition of the newsletter. Nominations are due back to the Committee in May.

Publicity/Newsletter – David Knauf stated that the next edition of the newsletter will be going out at the end of March. Articles need to be submitted in the next two weeks. David noted that the website is timelier now than it was in the past. He is happy with the service CEHA has been getting from Portland Town Tech lately and doesn't think we could get a better deal at less cost elsewhere. Members who have comments or suggestions about the website are encouraged to contact him. It was noted that the information on committee chairpersons needs to be updated as it is old. David commented on the cost of maintaining the website noting that the expense is somewhat offset by savings realized by sending the newsletter out electronically.

Education – President Carrier noted that registration for the May 6 Disaster Field Manual training is now available. She reported that there has been some discussion about holding a swimming pool training, but nothing has been arranged. Don Mitchell reported that 3 pump system seminars have been scheduled. They will be in Torrington on March 19, Tolland on March 25 and Essex on March 26. They will cost \$25 each. He stated that they need to be publicized better as registrations have been low especially in Torrington.

SPECIAL COMMITTEE REPORTS

Bylaws/Policies & Procedures – David Rogers reported that the committee met before this meeting, mostly to work on the scholarship scoring system, which will be reported on later. He noted that an application for Honorary Membership had been created for the Policy Manual. There are several new items in the manual that the Board will need to vote on. He will forward the latest version of the manual to the Board for their review. The committee discussed the proposal to reimburse members for travel to the Executive Board meetings and is recommending that this not be done.

Food – Robin Sleeman reported that the next Food Committee meeting will be April 21 in Uncas.

Old Business

Yankee Conference 2009 – Joe Hock and Ed Briggs reported that the YC Board met on February 26th in Warwick, RI. Massachusetts has agreed to arrange speakers for the Conference, Northern New England will do ads and CEHA has been asked to coordinate exhibitors. They provided some details on the exhibitor arrangements. There is space for 20-30 exhibits in the foyer area. Each space will be \$350 which includes electric. Additional tables are \$100 each. Space for government groups or non-profit organizations is free. A full conference package is \$195 which includes meals and breaks. Single day registration is \$50 Wednesday, \$100 Thursday and \$50 Friday. There is no evening event planned. Sleeping rooms are \$149/night. There was a lengthy discussion about the split of proceeds, if any, and the need for CEHA to find a volunteer to do the work. A solicitation for volunteer(s) could be put in the newsletter offering an incentive.

Motion by David Knauf to offer a complete YC package to anyone who volunteers to coordinate exhibitors for the 2009 Yankee Conference. **Second** by Phyllis Amodio. **Motion carried with one opposed.**

Total Coliform Guidance Document – No report

Water Sampling Guidelines – No report. Phyllis Amodio asked why this item has been on the agenda for so long. David Knauf gave the Board a brief history on the issue. It was noted that this had been referred to the Water Committee sometime ago for development, but no report has been issued.

Scholarship Scoring Update – Eloise Hazelwood has agreed to take over as Scholarship Committee Chair. She has revised the scholarship information packet, application and scoring system sheet. The scoring system sheet was circulated for review. She will forward all of the items to the Board and once accepted they will be included in the Policy Manual.

Insurance Policy Update – David Rogers explained to the Board that a policy should be developed outlining which members who handle money for CEHA should be included on the policy. **Motion** by Scott Cook to form a committee for a maximum of 3 months to develop such a policy. Committee to consist of President, President-elect, Treasurer and Membership Chair. **Second** by David Rogers. **Motion carried.**

Draft Policy on the Conduct of Business Meetings –The updated document is not yet available.

NEHA RS Exam – Phyllis Amodio reported that the books in question would cost about \$500. She will get a firm price for the next meeting.

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New Business

Website – Changes to the website were discussed in the Publicity Committee report.

Postcard Update – Members will be sent an update on the fate of the budget per capita bill once its fate is known.

YC Proceeds – See Treasurer Report

Scholarship Committee Chair – President Carrier nominated Eloise Hazelwood to replace Sal Nesci as Scholarship Chair. The nomination was seconded by Robin Sleeman and Eloise was approved unanimously.

Survey by SCSU Student – President Carrier has received a request from Theresa Bessette who is a MPH candidate at SCSU for access to the CEHA mailing list to conduct a survey.

Motion by Robin Sleeman to provide the list for one use only. **Second** by Phyllis Amodio. **Motion carried.**

Ed Briggs mentioned that NEHA has questioned Connecticut's use of the PES exam for RS registration rather than the NEHA one. According to NEHA, Connecticut is one of only a few states still using this exam. Ed will contact DPH to see if there is any interest in moving to the NEHA exam.

Adjournment

Motion to adjourn at 3:15 PM by Scott Cook
Second by Jennifer Eielson. **Motion carried.**

Respectfully submitted,
David Rogers
Secretary
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