

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

A meeting of the Executive Board of the Connecticut Environmental Health Association was held on Wednesday April 9, 2008 at the Prospect Firehouse Prospect, CT. The following voting members were in attendance: Robert Guerrero, Cameron Walden, David Rogers, Gil Roberts (12:28 PM), Scott Cook and David Knauf. Non-voting members present: Brian Testut, Don Mitchell and Eric McPhee. Guest: Ray Jarema DPH.

Additions, Deletions or Corrections to the Agenda

The following items were added to the Agenda:

- New Business - discussion on a new Treasurer, Yankee Conference per capita dues, Annual Meeting update.
- Old Business – Water Sampling Guidelines

President's Report

President Guerrero gave the President's Report at 12:20 PM pending achievement of a quorum. He reported that Aimee Eberly who was approved as the new Treasurer in March had resigned. President Guerrero will contact George Calkins to see if he is willing to stay on a while longer as Treasurer. He reported that an accounting firm had told him that an audit of the CEHA finances was not needed unless the total budget was \$200,000 or more. They suggested an internal review going back 2 years instead. This is much easier and less costly. David Rogers asked if the IRS forms George Calkins said needed to be filed have been completed. Rob will check on this. He will also review the language in the insurance CEHA carries on those handling the finances to see if it covers the person or the office. This may have to be changed if the coverage is for the person and not the office.

President Guerrero also reported that Patrice Sulik will be unable to attend the monthly EB meetings, but will continue to serve on the Yankee Conference Planning Committee. Cam Walden stated that she should formally resign if she will not attend meetings so a replacement can be found as this will help with getting a quorum. There was a discussion about who might replace Patrice. The consensus was to contact the other two candidates for that position in the last election to see if either was interested, beginning with the second place finisher. Cam Walden will make the contacts and report back.

Call to Order

With the arrival of Gil Roberts, the meeting was called to order at 12:28 P.M. by President Robert Guerrero.

Francesca Provenzano has resigned as Education Chair but will continue to work on the Yankee Conference. Cam Walden noted that Fran has served on the Workforce Development Task Force as the CEHA representative and it would be good to find someone to take her place on that group. Don Mitchell indicated that he might be interested in assuming that position.

Secretary's Report - Approval of minutes.

Motion by Scott Cook to table the approval the minutes of the March Meeting.

Second by David Knauf. **Motion carried.**

Treasurer's Report – No report

STANDING COMMITTEE REPORTS

Membership – a written report was provided. Three new member applications were circulated for approval. All are employees of the City of Middletown.

Publicity/Newsletter – The deadline for submissions for the next issue of the Newsletter is April 30th. This issue needs to advertise vacancies on the Executive Board. Nominations are also needed for the 2008 election. Positions open are: President Elect, Vice President and Secretary.

Scholarship

Sal Nesci was not in attendance but has reported that the scholarship materials have been sent out and he has gone to SCSU to talk about CEHA scholarships with students there.

SPECIAL COMMITTEE REPORTS

Bylaws, Policies & Procedures

Cam Walden reported that the committee met before the EB meeting and is working on guidelines for the conduct of the business meetings. A draft of the guidelines should be available by the May meeting.

Motion by Cam Walden to direct the Bylaws, P&P Committee to draft a policy on the conduct of meetings. **Second** by David Knauf. **Motion carried.**

Brian Testut asked about the Mission Statements that were requested earlier in the year. David Knauf reported that the mission statement for the Legislative Committee has been put on the web site, but none of the others have been brought before the Board.

The committee is also working on a draft advertising policy. Nothing has changed from what was reported in January. The committee will be including some language found in the NEHA policy and the draft policy will be re-submitted to the Board for review.

Housing/Lead

A written report was provided.

Brian Testut will be transferring to the Occupational Health Section of DPH in the fall, but will stay on the CEHA Board as the Housing/Lead Chair for now.

NEW BUSINESS

Cleaning for Health Seminar – Cam Walden distributed copies of an e-mail he received from Northeast District Health Department about a seminar they are planning in September on green cleaning. NDDH is looking for sponsors and are asking if CEHA would be willing to partner with them. At this time there are no details on date, location, costs etc. It was decided to invite a representative from NDDH to attend an upcoming CEHA Board meeting to provide more details.

Treasurer – President Guerrero emphasized the need to find a replacement for George Calkins as soon as possible so as not to impact CEHA's ability to operate. Don Mitchell suggested hiring a temporary bookkeeper until the matter is resolved. David Knauf suggested having the internal review noted earlier done so a new person would have a "clean slate" to begin with. Cam Walden and Gil Roberts expressed the need to have a protocol developed on how the Treasurer's job is done to ease any transition. At this point, there is nothing in writing on how or what to do. There was a brief budget discussion but no action was taken.

Yankee Conference Dues – President Guerrero received a notice from the Yankee Conference Board that the annual per capita dues are due. He does not have the notice and is not sure of the total amount.

Motion by Cam Walden to pay the YC per capita dues.

Second by David Knauf. **Motion carried.**

Annual Meeting – President Guerrero has reserved Anthony's in New Haven for November 11, 2008 for the Annual Meeting and paid a \$200 deposit. The cost is \$29 per person, the same as last year.

OLD BUSINESS

Water Sampling Guidelines – Eric McPhee asked for a clarification on the charge given to the Water Committee to develop water sampling guidelines. Cam Walden indicated that the guidelines would be designed to be put on the website and give the public information on how to conduct sampling. David Knauf said Farmington Valley has done this on their site but would like to have it expanded state-wide. There was a discussion on the matter and the DPH Lab will be contacted to see what they have. A draft will be presented to the Board for consideration when completed.

Geothermal Wells – There is a proposal before the Legislature to amend the well code concerning geothermal wells with a public hearing scheduled for April 22. Separating distances to potable wells is the main concern with the proposal. Karen Reid has asked if CEHA would be taking a formal position, but given the short time until the hearing, CEHA will not be providing any testimony or comments. Members are free to comment on their own.

Farmers' Market Seminar – The seminar, which was co-sponsored by CEHA was well attended and well received. Scott Cook said the bill on uniform inspections may die, but is still listed on the calendar.

4//9/08

Page 4

Adjournment

Motion to adjourn at 2:35 P.M. by Gil Roberts.

Second by Phyllis Amodio. **Motion carried.**

Respectfully submitted,
David Rogers
Secretary

4/9/08 #2