

CONNECTICUT ENVIRONMENTAL HEALTH ASSOCIATION
EXECUTIVE BOARD MEETING
Wednesday September 12, 2007

A meeting of the Executive Board of the Connecticut Environmental Health Association was held on Wednesday September 12, 2007 at the Prospect Fire Headquarters Prospect, CT. The following voting members were in attendance: Cameron Walden, Robert Guerrera, David Rogers, Karen Reid (1:05 P.M.), Maureen Whelan, Robin Sleeman, Scott Cook, Francesca Provenzano and Joe Hock. Non-voting members present: Brian Testut (1:05 P.M.)

Call to Order

The meeting was called to order at 12:20 P.M. by President Cam Walden.

Secretary's Report - Approval of minutes.

Motion by Maureen Whelan to approve the minutes of the August 16, 2007 regular meeting.
Second by Robin Sleeman. Motion carried.

Treasurer's Report – The Treasurer was not in attendance and there was no report. Joe Hock submitted receipts in the amount of \$8.56 for expenses related to balloting in the election.

President Walden discussed the budget issue again. Francesca suggested having each committee chair submit a budget consisting of expenses and anticipated revenues that the Board could consider and vote on. President Walden noted that there needs to be an accounting of all Association owned equipment as well. Some of this equipment is old and will need to be replaced soon, and this would allow the budget to anticipate this expense.

President's Report

President Walden reported on the NEHA AEC held in Atlantic City. He found it to be very enjoyable and informative, and the attendance was good. The focus group discussion was on marketing the profession of environmental health and workforce development. He noted that there is no standardization nationally for environmental health workers (RS, REHS etc.) in name or qualifications. Francesca stated that she is involved in a partnership with CPHA, CADH, Yale University, SCSU, DPH and others on the subject of workforce development. They are meeting again on September 20th and she will keep the Board informed. CEHA needs to be a participant in this effort.

President Walden cannot get approval from DPH to attend this year's Yankee Conference in Plymouth as they are on a travel restriction. President-Elect Guerrera and PP Cleary are also not able to attend. Secretary David Rogers has agreed to attend the Yankee Conference as CEHA's representative. Massachusetts is reporting 150+ registrants but only a handful are from Connecticut. It is important for CEHA to promote next year's conference, and he will try to have something available to distribute to the vendors this year.

Joe Hock reported that he is considering retiring from the Yankee Conference Board in 2008, and there is a need to get new people involved on the Board. President Walden noted that the YC Board needs to rethink the way it does business in order to attract new members. Incentives such as picking up the cost of Board members attending the conference and the use of teleconferences etc. were mentioned.

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President Walden has received an invitation to be a member of the SCSU Advisory Council for the period from August 1, 2007 to July 31, 2008. He has accepted this invitation.

CPHA has also made the CEHA President a voting member of their Board, but he noted that since the position is given to the CEHA President, it will pass on to his successor in November.

He has also been approached by COWRA about possible reciprocal membership arrangements between the two organizations. It was suggested that COWRA might be invited to have one of their members sit on the SSDS Ad Hoc Committee, but a "free" membership in CEHA was not appropriate.

Overall, there is a need to evaluate CEHA's partnerships with other groups to minimize the need to go to so many meetings.

STANDING COMMITTEE REPORTS

Scholarship/Awards – Maureen Whelan has circulated the received applications to 4 members of the Scholarship Committee for evaluation and ranking. The committee has selected Don Mitchell to receive the Marvin L. Smith Scholarship (\$1500) and Paul Scholtz to receive the Yankee Conference Scholarship (\$1250).

Motion by Karen Reid to ratify the recommendation of the Scholarship Committee
Second by Robin Sleeman. Motion carried.

Joe Hock will forward Paul Scholtz's name to the Yankee Conference Board for their approval. Both scholarships will be awarded at the Annual Meeting, and Maureen will issue a formal invitation to the recipients (no charge).

There are still no nominations for the Brunelle Award. The deadline is October 1st.

There was a discussion about allowing family members of CEHA members to apply for the scholarships and their eligibility to receive the award if their course of study was not in environmental health. The consensus of the Board was that this issue could be dealt with in the rating used to evaluate applicants and no formal action was taken.

Nominations/Elections – Joe Hock has received 89 return ballots so far. There was a discussion about how to handle "spoiled" ballots in which more than 1 candidate was voted for when there is only 1 vacancy.

Motion by Francesca Provenzano to consider such ballots invalid and not counted.
Second by Karen Reid. Motion carried.

Education – Francesca reported that the missing checks for the Summer Meeting had been found. She circulated a draft agenda for the Annual Meeting for comment. David Rogers suggested having most if not all of the speakers before lunch to keep the audience in place. Francesca will try to schedule the section on Farmer's Markets for right after lunch since there will likely be CEUs awarded and this would hold the audience. She asked about raffles and giveaways at the end as a way to retain attendees.

Motion by Francesca Provenzano to appropriate up to \$200 for giveaways at the Annual Meeting. Second by Robin Sleeman. Motion carried.

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Francesca also circulated Disaster Recovery Manuals from California and West Virginia. DPH is producing a similar manual for use here, specific to Connecticut. It is due to be printed in October. And distribution will be to BT coordinators, DEMHS members and possibly CT Registered Sanitarians if the supply is adequate. There will be training on the use of the manual that CEHA needs to be a part of.

Membership – Robin circulated 3 new member applications: David Potts, David Dodson and John Sieviec. A draft new member application was presented, but this will need to be modified if the bylaws revisions are passed. There was a question about whether the dues could be reduced given the savings realized in the production and distribution of the newsletter. President Walden replied that once a budget has been put into place the dues can be reviewed.

The policy on member recognitions was discussed following some controversy in the past few months. Of particular concern was whether a death in the family of a member should warrant a sympathy card. Following some discussion it was agreed that a card was appropriate upon the death a spouse, child, parent or sibling of a member.

Publicity/Newsletter – David Knauf was not in attendance. President Walden noted the new website was up although some parts of it are still under construction. Members are asked to look at it and provide comments or suggestions to David Knauf. The timeliness of postings on the website and general maintenance of it was discussed. President Walden suggested those with specific alternate proposals should forward them to Dave for consideration.

Robin Sleeman stated that the deadline for the next newsletter is September 21st.

Rob Guerrero leaves at 3:05 P.M.

SPECIAL COMMITTEE REPORTS

Policies Procedures & Bylaws –David Rogers discussed the latest revisions to the Policy 7 Procedure Manual that includes a rewrite of the Education section. Robin will redo the remembrances policy with the changes made today and send them to David for inclusion.

Motion by Karen Reid to accept the Policy & Procedure Manual as amended.

Second by Scott Cook. Motion carried.

The approved version will be sent to the Executive Board and David Knauf will be asked to put it on the website.

The matter of the restructuring of the Executive Board will be taken up by the committee soon.

Old Business - None

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New Business – Marco Palmeri will be attending a meeting about the adoption of a state-wide housing code on September 17th. He will keep the Executive Board updated on the status of this effort.

Francesca reported that on-line training for lead recertification is still in process and should be ready to go in the fall.

Robin asked if a special committee should be formed to work on developing a CEHA budget. She also suggested having a working meeting on the budget as a way to get it done quickly. President Walden will explore having such a meeting soon.

Adjournment

Motion to adjourn at 3:30 PM by Maureen Whelan

Second by Joe Hock. Motion carried.

Respectfully submitted,

David Rogers

Secretary

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