

**CONNECTICUT ENVIRONMENTAL HEALTH ASSOCIATION
EXECUTIVE BOARD MEETING
Thursday September 18, 2008**

A meeting of the Executive Board of the Connecticut Environmental Health Association was held on Thursday September 18, 2008 at the Prospect Firehouse Prospect, CT. The following voting members were in attendance: Robert Guerrero, Vicky Carrier, Cam Walden, David Rogers, Phyllis Amodio, Michael Kirby, David Knauf, Robin Sleeman, Scott Cook and Sal Nesci (12:50 PM). Non-voting members present: Sands Cleary. Guests: Ray Jarema DPH, Sharon Antunes.

Call to Order

The meeting was called to order at 12:22 P.M. by President Robert Guerrero.

Additions, Deletions or Corrections to the Agenda

The following items were added to the Agenda:

Membership: Retired and Honorary members for 2008
Old Business – Filing with the Secretary of State

Secretary's Report - Approval of minutes.

Motion by Mike Kirby to approve the minutes of the August 13, 2008 meeting.
Second by Phyllis Amodio. **Motion carried.**

Treasurer's Report - No Report

President's Report

President Guerrero had previously distributed a draft of the ballot for the upcoming election. It was decided to remove the lines for write in votes as the bylaws do not allow this. The section stating why the candidate was seeking the office was also eliminated if nothing was submitted. Cam Walden noted that in order to maintain the anonymity of the ballot, it would need to be sent out and returned in an envelope rather than folding it and putting on a mailing label.

Motion by David Knauf to approve the ballot as amended. **Second** by Phyllis Amodio.
Motion carried.

President Guerrero indicated that he would divert from the agenda to accommodate a report on the upcoming Yankee Conference by Sands Cleary.

YANKEE CONFERENCE REPORT

Sands reported that there 15 exhibitors are signed up and 30 speakers had agreed to participate. Continuing education credits will be available for MA attendees and CT has agreed to allow 4 contact hours for the food portion. The committee has been working hard to keep costs down to maximize profits. Scott Cook has received 114 full package registrations with 185 total registered. \$35,116 in registration fees have been received with a few more not yet processed. Four registrants have asked for a refund after the official deadline to cancel. A discussion was held on whether to allow the refunds.

Motion to authorize the 4 refunds requested by Scott Cook.
Second by David Knauf. **Motion carried.**

Sands is expecting to net a profit of between \$9000-\$11000.

STANDING COMMITTEE REPORTS

Legislative – Scott Cook thanked Ray Jarema for his help during the past legislative session in identifying legislation of interest to CEHA.

Membership – No new member applications have been received. President Guerrero asked if there were any nominations for Honorary or Retired memberships.

Motion by Cam Walden to award an Honorary Membership to Barbara Hock.

Second by Sal Nesci. Barbara has been a long time CEHA member and recently retired from the Ridgefield Health Department. She was a member of the Executive Board for many years serving as Secretary/Treasurer when those positions were combined. **Motion carried.**

President Guerrero will invite Barbara to the Annual Meeting to receive her award.

President Guerrero noted that Jack McMahon retired from Fairfield about a year ago and is eligible for Retired Member status. He is unsure where Jack is currently living.

Publicity/Newsletter – David Knauf reported that the forum on the website had been hacked into and inappropriate material had been put up. The forum has been shut down until CEHA decides what to do with it.

Robin Sleeman has stepped down as newsletter editor and no new issues will be produced until a replacement is found. A short issue with a notice about the Annual Meeting and a Summer Meeting report can be put together quickly. Sharon Antunes offered to work on this. Membership renewal information will be included to save on postage.

Scholarship/Awards - Sal Nesci has received no nominations for either of the 2 CEHA Awards.

Five applications for scholarships were received. Three applications were complete and were considered by the panel. Sal explained that the panel had evaluated the applications using the scoring system in place and presented the results to the board for consideration. There was a lengthy discussion on how the scoring system was set up. At this time all members are awarded 2 points and non-members 0 in the scoring system. Many board members thought that long time members who have been active in the Association should be given preference over new members especially those who are out of state.

Motion by David Rogers to award the M.L. Smith Scholarship (\$1500) to Maura Esposito and the Yankee Conference Scholarship (\$1250) to Kimberly Jawin.

Second by Cam Walden. **Motion carried.** Both will be invited to attend the Annual Meeting at no charge. Kimberly's name will be forwarded to the Yankee Conference BOD for their approval.

Motion by David Knauf to direct the Scholarship Committee to reconsider the scoring system for scholarship awards and present it to the Board for consideration.

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

NEW BUSINESS

Annual Meeting – President Guerrero reported that Anthony's in New Haven has been reserved for November 7, 2008 at about the same cost as last year. Topics for speakers at the meeting are being considered.

Workforce Development – Don Mitchell has an article that can be included in the newsletter. He is interested in finding out how sanitarians started out in the field.

Insurance Policy Updates – No information is available

Committee Chairs – There are several Committee Chairperson positions open on the Executive Board. Names of those who might be interested in serving should be forwarded to the President.

Bylaws Change – Cam Walden noted that the language in the bylaws about a quorum is vague when there are vacancies on the Board. This needs to be addressed to avoid problems with obtaining a quorum if there are several vacancies.

Motion by Cam Walden to direct the Bylaws Committee to draft revisions to the bylaws to clarify quorum issues.

Second by Scott Cook. **Motion carried.**

OLD BUSINESS

Secretary of State Filing - David Rogers reported that CEHA has not filed with the Secretary of State for 2 years. President Guerrero will make the appropriate filing.

M.L. Smith Account update – No information

Water Sampling Guidelines – Nothing new. Carried over to October

Newsletter Ad Policy – Cam Walden distributed a draft policy concerning ads in the newsletter.

Motion by Cam Walden to adopt the policy as presented.

Second by Mike Kirby. **Motion carried.**

Conduct of Business Meetings – Cam also distributed a draft of a document describing how CEHA business meetings should be conducted. Members were asked to review it and comment.

Adjournment

Motion to adjourn at 2:23 P.M. by Robin Sleeman.

Second by Mike Kirby. **Motion carried.**

Respectfully submitted,
David Rogers
Secretary