

**CONNECTICUT ENVIRONMENTAL HEALTH ASSOCIATION
EXECUTIVE BOARD MEETING
Wednesday October 10, 2007**

A meeting of the Executive Board of the Connecticut Environmental Health Association was held on Wednesday October 10, 2007 at the MDC Training Center Hartford, CT. The following voting members were in attendance: Cameron Walden, David Rogers, Gil Roberts, Patrice Sulik, Karen Reid, Robin Sleeman, Scott Cook, Francesca Provenzano, Joe Hock and David Knauf. Non-voting members present: Brian Testut, Don Mitchell and Vicky Carrier.

Call to Order

The meeting was called to order at 12:25 P.M. by President Cam Walden.

Secretary's Report - Approval of minutes.

Motion by Gil Roberts to approve the minutes of the September 12, 2007 regular meeting.
Second by Joe Hock. **Motion carried.**

Treasurer's Report – The Treasurer was not in attendance and there was no report.

President's Report

President Walden reported that he has not yet been able to set up a meeting to work on the budget. He will coordinate with Rob Guerrero on arranging such a meeting, probably after the Annual Meeting.

He stated that he wants to spend the bulk of this meeting on the upcoming Annual Meeting and on the 2008 Yankee Conference.

STANDING COMMITTEE REPORTS

Scholarship/Awards – Maureen Whelan was not in attendance. President Walden noted that the scholarship winners have been announced as well as the recipient of the Perriello Award. There have been no nomination for the Brunelle Award, and it is likely the award will not be presented this year.

Membership – Robin circulated 1 new member application from Joan Simpson who works for DPH.

Vicky Carrier circulated copies of a brochure and a Power Point presentation she did for a class she is taking. These explained the benefits of being a CEHA member and encouraged people to join the organization. The Board thought the brochures would make a great recruiting tool and there are plans to make these available at seminars, schools etc.

10/10/07

Page 2

Nominations/Elections – Joe Hock reported the results of the recent election. A total of 99 valid ballots were received. Phyllis Amodio received the most votes and was elected to the Director position. Treasurer and Vice President were uncontested, so George Calkins and Vicky Carrier have been elected to those positions. Rob and Cam will notify the candidates of the results. It was suggested that those not elected be contacted about filling one of the other vacancies on the Board (Scholarship or Water Committee Chair).

Education – See Annual Meeting

Publicity/Newsletter – David Knauf has asked for and received mission statements for most of CEHA's committees. He is planning to add the statements to the committees section of the website. The mission statements could also be added to the Policies & Procedures Manual. David noted that the Food Committee was unsure of what the Board wanted them to do and it might be necessary for the Board to establish a mission statement for them. *[Secretary's note: Laura Pagliaro submitted a draft mission statement for the Food Committee by e-mail after the meeting].*

The Policies and Procedures Manual will be put up on the website under "News". David is also planning to add a letter from DPH about Farmers' Markets to the site and he has begun a photo gallery. He is meeting with the webmaster to work on the arrangement and display of committees on the website.

Robin Sleeman has finished the newsletter and is planning to send it out in a couple of days. In response to a question, she reported that about ½ of the total number of newsletters that go out are paper copies.

SPECIAL COMMITTEE REPORTS

Water – Vicky Carrier reported that the last committee meeting primarily involved a presentation by Dr. Gary Robbins. She has asked him to submit his presentation for inclusion on the DPH website. CEHA can then post a link to it from the CEHA site.

Completion report forms for well casing extensions are being designed by DPH.

President Walden noted that the Drinking Water Section is getting a new website that may be ready by the Annual Meeting. It will have a separate button for LHDs with local well information on it.

Subsurface Sewage – Don Mitchell distributed the agenda for the next SSDS Committee meeting scheduled for October 18th.

Education/Annual Meeting - Francesca has the agenda set and the speakers confirmed. She asked Board members who are going to submit a registration form even though there is no payment.

The details of the meeting including the agenda for the Business Meeting portion were discussed.

10/10/07

Page 3

Yankee Conference 2008 – President Walden asked David Rogers to report on the recently concluded 2007 Yankee Conference, which was one of the most successful conferences held. David visited most of the exhibitors and distributed flyers on next year's conference. Most of the exhibitors expressed an interest in attending the 2008 conference. David Knauf added that the attendance for this year's conference was bolstered by the awarding of continuing education units required in the State of Massachusetts. Since Connecticut does not have such a requirement, it will be more difficult to attract attendees next year and we will need to market aggressively outside of Connecticut.

Joe Hock asked if there was a central calendar somewhere that listed all of the meetings and training sessions in the state so all parties could be made aware of the YC and not schedule meeting that would conflict with it. Francesca suggested sending e-mail addresses of the contacts for the various organizations in the state to Rob G. who can alert them to the dates of the YC.

David Rogers stressed the importance of selecting a conference general chair as soon as possible and forming the various committees needed to arrange the conference. Tasks can then be delegated to the committees. Monthly meetings will probably be needed to make sure the planning stays on track. Board members agreed that meeting before the monthly Board meeting was best as it would maximize attendance and eliminate the need to hold multiple meetings.

Old Business – Francesca updated the Board on the publication of the California Disaster Field Manual, which is currently being edited for use in Connecticut.

New Business – Patrice Sulik is looking for part time help at the Trumbull Monroe Health District to do primarily food inspections.

Karen Reid distributed a memo from DPH dated July 3, 2007 concerning DPH, DEP and the NESHP regulation. It was suggested that this issue be put into the next issue of the CEHA newsletter.

Francesca has been asked to provide feedback on the SCSU Environmental Health Training Program for next year. Members with comments should contact Francesca.

Adjournment

Motion to adjourn at 3:40 PM by David Knauf

Second by Joe Hock. **Motion carried.**

Respectfully submitted,

David Rogers

Secretary

10/10/07 #1