

RECORD OF PROCEEDINGS

Board 2012 Planning Meeting

Location: Pegasus, Castle Rock **Date:** January 18, 2012

1. MEETING – CALL TO ORDER:

Member: Nancy Prince, President **Time:** 4:00pm

2. BOARD MEMBERS PRESENT:

| | | | | |
|-------------------------------|---------|----------|--------|-----|
| Nancy Prince, President | Present | <u>X</u> | Absent | ___ |
| John West, Vice President | Present | <u>X</u> | Absent | ___ |
| Kurt Streeb, Secretary | Present | <u>X</u> | Absent | ___ |
| Steve Riner, Treasurer | Present | <u>X</u> | Absent | ___ |
| John Bolders, Member | Present | <u>X</u> | Absent | ___ |
| Tom Norman, Member | Present | <u>X</u> | Absent | ___ |
| Doug Waltermire, Member | Present | <u>X</u> | Absent | ___ |
| Mark Jensen, Past President | Present | <u>X</u> | Absent | ___ |
| Joe Jenkins , Committee Chair | Present | <u>X</u> | Absent | ___ |

3. AGENDA:

Leadership Conference = Chapter will sponsor a tour and allow \$500 for two people to attend

1. EHMM Course
 - May 21-23
 - Course to be held at Red Rocks
 - Cost = \$695, other chapters are charging a lot more. \$395 rate for government employees. Offer 4 free slots to government agencies.
 - Curricula = AHMP has a better structure than Richard Cartwright's. We will modify the AHMP curricula to make it our own.
 - Curricula details = John West and Doug Waltermire
 - Doug Waltermire will update the course materials and questions
 - John Bolders will schedule instructors
 - Host/Proctor = Mark Jensen
 - - Coordinate advertising with other chapters also putting on classes
 - Nancy Prince will take care of advertising to the government agencies, John West will help with the EPA
 - Offer the OSHA 8-hour HAZWOPR refresher certificate to participants since the course covers all of those materials
 - Nancy Prince will sign the AHMP letter
2. Chapter Overview
 - number of paid members (Steve Riner) = 32
 - treasurer's report (Steve Riner) = \$9,500

Bank charges \$30/month
- 2012 draft budget projection (Bylaws Article V)

Draft Budget

| | |
|--|-----------------------|
| Leadership conference | 530 |
| National conference | 2,500 |
| Website support | 300 |
| Banner etc. communications | 500 |
| Social meetings | 300 |
| Speaker fees Advertising (membership development) | 200 |
| Admin (board meeting) | 550 |
| | <u>\$4,850</u> |

-National Conference = \$500 for presenters. Vice President usually has expense paid by chapter. (John West's fee to attend may already be paid for by employer)
Chapter usually sends a couple people, \$500 each or pay conference fee. No more than \$2,500 total for Conference
-National Conference = \$500 for presenters. Vice President usually has expense paid
-EHMM Course is a separate budget since it is paid for by course fees.
\$500 for food, \$1,000 for books

3. Calendar

- January 18 = National CDC teleconference (President and Vice President)
Board Meeting
- February 15 = Board conference call
February 29 = Abstracts due for National Conference
- March 21 = General meeting, approve 2012 Operating Plan, Tour Analytica laboratory (Mark Jensen will set up)
- April 11 = National CDC teleconference (President and Vice President)
Board conference call (12-1pm)
April 18-19 = Leadership Conference
- May 15 = General meeting, Lakewood, asbestos soils regulations regulatory changes (Tom Norman will contact Colleen Colleen Brisenhan w/CDPHE to set up)
May 21-23 = EHMM Course
Summer = Potential tours of the Pueblo Chemical Depot (TBD) and Colorado Oil & Gas Commission rigs
- June 20 = Board conference call (12-1pm)
June (date to be determined) = possible Denver Zoo tour
- July (date to be determined) = National CDC teleconference (President and Vice President)
July 19 = General meeting, webinar (Mark Jensen and Nancy Prince to set up), OSHA and CDPHE presentations
- August 15 = Board conference call (12-1pm)
August (date to be determined) = possible tour of Boulder recycling plant or Colorado Springs plant if it is ready to go. Betsy Bishop will set up.
- September 9-13= National Conference in Anchorage
September 19 = General meeting, Courtyard Marriott downtown, topic to be decided

- October (date to be determined) = National CDC teleconference (President and Vice President)
- October 17 = Board conference call (12-1pm)
- October 15-31 = Elections
- November 14 = General meeting – holiday dinner, Courtyard Marriott downtown, election results to be announced
- December 19 = Board conference call (12-1pm)

4. Administration/Marketing/Membership Expansion

- Banner = (Joe Jenkins) \$150 to make. Should get before the leadership conference
- Website = (Joe Jenkins) everything working except Gmail. Joe’s friend who was working on the site now has a job. Estimate \$1,000/year for website. John West would like to learn how to program the website.
- Do we need official fonts for the chapter? = No decision
- Newsletter
- Liaison with other organizations = Promote chapter through CHWMS, Nancy Prince will check on
- Social Networking = John West will work on. John will do a webinar on using Linked In
- Community Outreach = check with local health departments on volunteer opportunities

5. Committee Chairs

- Technology = Joe Jenkins (website)
 - Communications = Joe Jenkins
 - Government Affairs = John West will check with National on potential action items
 - Professional Development = No chair, board takes on the task anyway.
 - Membership Development = Mark Jensen and Doug Waltermire will co-chair. Doug helps when he can.
- Joe Jenkins will email board members the Google user ID and password to access the RMC-CHMM Gmail account in order to use Google Docs. This will allow them to update the membership list.

6. **ADJOURNMENT:**

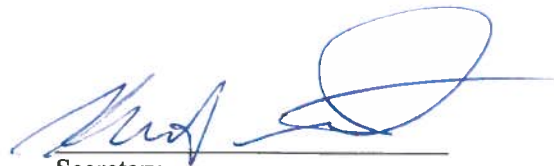
Nancy Prince moved that the Board Planning meeting be adjourned. _____ seconded the motion, and it passed unanimously.

There being no further business to come before the Board, the Planning meeting was adjourned at 6:30pm

Approved this 21 day of March, 2012.



 President
 (Signature)



 Secretary
 (Signature)