Executive Board Meeting Minutes

Date: 1/17/18
Location: Beals Senior Center Bristol Burlington Health District
240 Stafford Ave Bristol CT (facing front building enter doors to far right- room 109)

Members in attendance: Phyllis Amodio, Matt Payne, Jessica Fletcher, Maryam Hosseini, Don Kendrick, Jeff Polhemus, Liz Kavanah, Mindy Chambrelli, Heather Oatis, Luigi Sartori, Erica Mikulak, Debbie Schober, Kevin Elak, Scott Cook, Brian Falkner

Call to Order 12:20pm (Phyllis Amodio)

Additions or Corrections to Agenda:
Scott Cook added Budget and Yankee Conference update to Agenda
Matt Payne motioned to approve amended agenda, Jessica Fletcher 2nd, motion passed.

Secretary’s Report (Luigi Sartori)
Acceptance of minutes of prior meeting Maryam Hosseini 1st, Liz Kavanah 2nd, Scott Cook abstained, motion passed.

Treasurer’s Report: (Scott Cook)
Matt Payne motioned to approve treasurers report excluding proposed budget for 2017-18, 2nd by Maryam Hosseini, motion passed.
2017-2018 Operating Budget proposed separately. Jeff Polhemus motioned to approve amended 2017-18 budget (attached), Jessica Fletcher 2nd, Elizabeth Kavanah motioned to amend the motion to include $5000 on the expense and revenue for Educational Committee, 2nd by Maryam Hosseini, motion passed; original motion passed as amended.

President’s Report: (Phyllis Amodio)
Presented past president, Matt Payne, with award of appreciation of service as President
Presented Jeffrey Polhemus with Raymond W. Brunelle Award
Scott Cook Awarded Regional Yankee Conference Award(sp)
Shared notes from 2017 Annual Meeting: proposed a “Day of Recognition” for environmental health, demonstrating the value of membership for new membership through trainings, networking and mentoring

Standing Committee Reports
By-laws: N/A
Education: (Debbie Schober)
Reports Serv-Safe hosted by Jessica and Deborah in planning phase
CPO class in planning phase

Legislation: (Liz Kavanah) reported
Reported February 8th “Short” Legislative Session begins

Membership: (Maryam Hosseini)
Reported Sympathy card issued to Jill Strauss(sp)
Motioned to approve New corporate member by Scott Cook, 2nd by Kevin Elak, motion passed
Changes to membership fee with training options, tabled to membership committee for report

Nominations/Elections: (Kevin Elak)
Reported upcoming nominations and elections for Vice President and Secretary

Publicity/Newsletter: (Heather Oatis)
Reported researching advertisement potential for website
Transfer of all stewardship of content access to Heather Oatis including past meeting minutes, newsletters et al.
3rd party website advertising discussed as revenue stream

Scholarship/Awards: (N/A)
Former Chairperson Eloise Hazelwood stepped down from this committee effective November 2017.

Technical Advisory Committee Reports
Housing/Lead: (Brian Falkner)
Nothing to Report
Food: (Mindy Chambrelli)
Reported possibility of CEHA providing FDA Codes printed for sale
SSDS (Jeff Polhemus)
Reported updates on Technical Standards revision through CTDPH code advisory committee; updated technical standards upcoming
Water (Don Kendrick)
Reported on new protocols for Sodium and Arsenic standards in discussion

New Business
President Amodio motioned the Appointment of New Chair Erica Mikulak, member in good standing, 2nd by Kevin Elak, motion passed
President Amodio motioned the Appointment of New Chair Kevin Elak, member in good standing, 2nd by Mindy Chambrelli, motion passed
President Amodio motioned the Appointment of New Chair Deb Schober, member in good standing, 2nd by Jessica Fletcher, motion passed
Brian Falkner submitted to form a subcommittee on Cosmetology/Body Arts under existing Housing/Lead Technical Advisory Committee for next Executive Board Meeting
Discussion on e-voting tabled
Discussion on By-Laws tabled
Scott Cook discussed Rhode Island Environmental Health Association and Northern New England Environmental Health Associations may be financially and by membership in an untenable position. Future options are being considered.

Adjournment
Motion to adjourn by Luigi Sartori, Heather Oatis 2nd