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## Executive Committee Meeting Minutes

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Date: 9/16/12  
Time: Noon - 3:00 PM  
Place: Metro Wastewater Reclamation District, Denver, CO

Attendees Present: Eddie Trevino  
Sheri Duren  
Maureen Egan  
Gerry Fitzgibbons  
Al Baker  
Chip Padilla  
Lauren Swenson

Attendees Absent: None

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I. Call to order by Eddie Trevino at 12:24 pm

II. Old Business

- None

III. Chairperson – Eddie Trevino

- The minutes from the Executive Committee meeting held on 7/12/12 were approved.

IV. Treasurer – Sheri Duren

- Sheri reported that the budget balance was \$6293.00 as of August 31, 2012.

V. Education and Training – Lauren Swenson

- The vendors and CIPCA members can now register for the fall conference on the website using PayPal.
- Eddie will finalize the fall conference agenda by September 10<sup>th</sup> and will send to AI for posting on the website and emailing to members.
- The speaker biographies and presentations must be delivered to Lauren and Eddie by September 19<sup>th</sup>.
- We currently have 10 vendors. The vendor logos and advertising page should be provided by September 28<sup>th</sup>. Approximately 85-90 copies should be made to include in the conference binder.
- A replacement CIPCA banner was printed and Chip will keep both banners at Metro.
- Sheri will purchase small 3 ring binders for the presentations and handouts and will check to see if we have enough name tags in stock. Chip offered to print the name tags.
- Maureen will develop a front cover for the binders. Sheri has colored paper to use for printing the section dividers for each presentation.
- The presentations and vendor information will be inserted into the binders at a lunch meeting of the CIPCA EC at Metro on October 9<sup>th</sup> at Noon.
- Eddie will send in the paperwork to the state for training units with a \$50 fee and will print the training certificates on October 10<sup>th</sup>.
- Gerry and Sheri will host the registration table. The EC members should be there by 7:30AM on October 11<sup>th</sup>.
- Chip and Eddie will announce the speakers during the conference.
- The Executive Committee needs to recruit for vacancies on the EC.  
The Secretary, Issues, Education and Co-Chair positions will be available in 2013.

#### VI. Issues – Gerry Fitzgibbons

- There will be a Household Medication Disposal stakeholder meeting on September 18<sup>th</sup> at the CDPHE.
- There is a NACWA Pretreatment Webinar on September 20<sup>th</sup>.
- There will be an EPA Pretreatment 101 webinar on September 20<sup>th</sup>.
- There will be an Environmental Crimes Task Force meeting on October 16<sup>th</sup>.

#### VII. Newsletter– Maureen Egan

- The newsletter should be out by the end of September. Chip will provide an article on Metro's Gold Award program and Eddie provided a link to a list of plants that received NACWA awards. Other articles include a summary of the summer conference, a review of an article in the Treatment Plant Operator magazine and an article from AI Garcia.

- Al will get copies of the presentations from the mercury amalgam workshop and post them on the website.

#### VIII. New Business – Eddie Trevino

- The membership appreciation event will be discussed at the next EC meeting. Past ideas have included the Denver Zoo or the Museum of Natural History. Scott and Suzanne may have some reference information for these locations.

#### IX. Adjourn

- Meeting was adjourned at 1:30 pm