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## Executive Committee Meeting Minutes

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Date: 11/8/12  
Time: Noon - 3:00 PM  
Place: Littleton/Englewood WWTP, Englewood, CO

Attendees Present: Eddie Trevino  
Sheri Duren  
Maureen Egan  
Gerry Fitzgibbons  
Al Baker  
Chip Padilla  
Natalie Dunn  
Diana Navarro  
Derik Caudill

Attendees Absent: Lauren Swenson

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I. Call to order by Eddie Trevino at 12:30 pm

II. Old Business

- None

III. Chairperson – Eddie Trevino

- The minutes from the Executive Committee (EC) meeting held on 9/16/12 were approved.
- Discussed ideas for recruiting members for the Executive Committee in the future. Management should be encouraged to allow employees to devote time to assist organizations like CIPCA.
- Chip introduced all of the current EC members. Natalie, Diana and Derik were introduced as candidates for EC members in 2013. CIPCA still needs an education chair volunteer for 2013.
- Chip will prepare the ballot form for the 2013 elections and it will be emailed to members for voting.

#### IV. Treasurer – Sheri Duren

- Sheri reported that the budget balance was \$7,185.00 as of October 31, 2012.
- The net income from the fall conference was \$1,700.
- The Executive Committee decided that CIPCA would no longer add the Pay-Pal processing fee to membership renewals or workshop registrations. It will allow more members to use the Pay-Pal system that have been using checks to avoid the extra charges.

#### V. Education and Training – Chip Padilla

- The comment forms from the fall conference were passed around for review and discussion. Most of the comments were favorable.
- The EC decided to not re-issue the training certificates. Individual hours for each category are shown on the certificate and should be adequate for operator certificate renewals.
- The EC may want to consider issuing certificates only if requested on the registration form next year.

#### VI. Issues – Gerry Fitzgibbons

- Gerry summarized some of the issues that he had reviewed during the past year.
- The Yahoo pretreatment coordinators group is a good resource for researching future pretreatment issues for members.

#### VII. Newsletter– Maureen Egan

- Eddie suggested that the EC may want to consider input from all EC members for the “View from the Chair” article in the newsletters.
- Maureen encouraged more input and articles from the members as she does not get a lot of submittals.

#### VIII. New Business – Eddie Trevino

- The membership appreciation event is tentatively planned for December 6<sup>th</sup> at the Denver Zoo. Chip will check with fellow staff and the Zoo regarding the costs and availability. CIPCA will pay for member’s entry into the Zoo but would not cover the costs of additional family members or friends.
- CIPCA website updates including meeting minutes, meeting schedules, form and document uploads and Pay-Pal changes have been sent to Becky O’Brien our web designer by the CIPCA secretary in the past. Al recommended that CIPCA continue to use Becky for updates to the website as she usually completes our updates quickly and at a reasonable cost. This would also provide consistency for the CIPCA website from year to year.
- Ideas for 2013 general membership tours may include the McDonald Farms processing facility or a recycling company that recycles various discarded equipment from businesses.

- The EC decided to change the general membership and EC meetings from the second Thursday to the first Thursday of each month to avoid conflicts with future CREEC meetings. Many of our members would like to attend both meetings.
- The first executive board meeting for 2013 will be on January 10<sup>th</sup> at noon at the Boulder WWTP.

#### IX. Adjourn

- Meeting was adjourned at 2:45 pm