



Executive Board Meeting Minutes

Date: March 8, 2017
Time: 11:00
Place: Metro Wastewater Reclamation District, Denver CO
Present: Amy Burk, Hunter Greeno, Scott Caldwell, Jack Mirabile, TR Yang

I. Call to Order by Chair: 11:45 a.m.

II. Approval of Previous Meeting Minutes:

- January meeting minutes: Motion: Scott; Second: Hunter

III. Old Business:

- CIPCA By-Laws
 - Scott still working on reviewing, clarifying, and updating By-Laws. Will present changes at next board meeting.
- Travel expenses for Rueben Reyes were reimbursed in the amount of \$135 (\$0.54/mile).
- The Dental Rule has been shelved for the time being. If/when it is ever published, CIPCA will provide training.

IV. Chairperson's Report: Scott

- 2017 Board Member Contact Information was distributed
- 19 members attended the February general membership tour of TestAmerica Laboratories
- New Business
 - Goals for the year/big projects continued:
 1. CIPCA website. Still need to delegate responsibility for website updates. Mary was using Adobe Contribute web publishing software. Scott has a help ticket in with Colorado Springs IT Department to see if they can offer suggestions. Scott will reach out to Dave for additional updates.
 2. Set up a generic CIPCA-only email account that is not tied to anyone's personal account. This account can be passed down to future board members and be used to create a Facebook account. TR assigned to this.
 3. Increase social media presence. Create a CIPCA Facebook account and a CIPCA Facebook page using new CIPCA email address. Amy assigned to this.
 4. Create new CIPCA brochures. The brochures can advertise the Fall Conference and have the new email address and Facebook page on them. These will be mailed to special districts and connectors and used to increase membership. Need to update website before distributing brochures. Will most likely need to pay for outside printing costs. Hunter assigned to this.
 5. Work on obtaining special district and connector lists and appropriate contact info. Dave assigned to this but board members can help out for connectors that are in their service area. Metro has contact info for all 65 of their special districts/connectors.
- April general membership meeting
 - Possible ideas for April meeting/tour were discussed
 1. The Denver Zoo
 2. Marijuana grow house/edibles manufacturer
 3. Pepsi

4. Ardent Mills
5. Northern Treatment Plant (NTP)
6. Birdsall Power Plant

- April conference call
 - Board member conference call scheduled for April 7th at 10:00 a.m.
 - Before the phone call, have the following goals accomplished:
 1. Create email account
 2. Create Facebook page
 3. Update website

V. Co-Chair Report: Dave

- Not present

VI. Treasurer Report: Charity

- Not present
- Scott will contact Charity about obtaining access to the bank account

VII. Secretary Report: Amy

- Emilio Llamozas at EPA returned his Amazon gift card thank-you gift. This was turned in to Scott.
- 2017 Membership dues are starting to roll in.
- Differences between Facebook pages and groups were discussed. Ultimately decided to go with a page. Page will show up in Google searches and provide the administrator with analytics on number of likes, shares, etc.

VIII. Issues Editor Report: Jack

- Metro recently held an informative Hazardous Waste Training given by Dan Goetz from CDPHE. Contact info was obtained to see if he could potentially present at the Fall Conference.
- Will write an article for the newsletter on an issue that recently came up at Metro concerning an industrial user and their consultant hired to perform regulatory sampling.
- Potential Fall Conference ideas- moving the conference to a Friday and changing the venue. A quote was provided from Ameristar Resort and Casino; will email this to board members.

IX. Education/Training Report: TR

- Have 2016 TUs been mailed? Will contact JB.

X. Newsletter Editor Report: Hunter

- Please submit any newsletter articles as soon as possible; would like to publish newsletter by end of the month

XI. Next meeting:

- May 17, 2017 at 11:00 a.m.
- Ft. Collins

XII. Motion to adjourn:

- Made by: Scott
- Seconded by: Amy