



Executive Board Meeting Minutes

Date: July 20, 2017
Time: 11:00
Place: Colorado Springs
Present: Amy Burk, Hunter Greeno, Scott Caldwell, Jack Mirabile, TR Yang

I. Call to Order by Chair: 11:50 a.m.

II. Old Business:

- Status of Special District and Connectors List
 - Amy has emailed Dave Metro's list of pretreatment contacts for their connectors.
 - Scott has other contacts he can add to the master list once finalized by Dave.
- Status of Website
 - Scott and Jack to schedule a date to do website updates.

III. Chairperson's Report: Scott

- New Business
 - Goals for the year/big projects continued:
 1. Creating contact list/updating website a priority. Must be done before we can distribute promotional materials and advertise Fall Conference.
 2. Need to determine if PayPal on the website is still working so we can collect registration fees for the Fall Conference.
 3. Hunter has a brochure made for a bulk mailing which can be completed as soon as the website is done.
 - Dental Rule. Now that the Rule is final, CIPCA should offer a meeting to the general membership in August to provide an opportunity for questions and discussion. This will be in addition to the member appreciation event. Metro is the most central location; Amy to check into Board Room availability for August and let Scott know ASAP.
- August Member Appreciation Event
 - The aquarium has availability on August 22nd, 23rd, and 24th. TR will try to schedule for one of those dates.
 - Backup ideas:
 1. Colorado Rockies game
 2. Barbeque and corn hole at the park.
- Fall Conference – Split Session Format (IUs/Pretreatment Professionals)
 - Presentations/Speakers (*need to finalize*):
 1. Reducing Regulatory Burden (Pretreatment)
 - Scott in contact with Sheri Duren to see if Ridge Dorsey can present
 2. EPA and State Updates (Pretreatment)
 - Need to contact Lisa at CDPHE
 3. Pretreatment Regulations, how local, state and federal laws dictate permittee responsibilities, Al Garcia (IUs/Pretreatment) - confirmed
 4. Hazardous Waste, Dan Goetz, CDPHE (IUs/Pretreatment) - confirmed

5. Sampling Issues/Tips/Techniques/Troubleshooting/Case Studies, Craig Thomas, Transmission Supervisor, Metro Wastewater (IUs/Pretreatment) - confirmed
 6. Permit and Reporting Requirements (IUs)
 - Who could present on this topic??
 7. PCIs, Ketti Holland (Pretreatment)
 8. Ralph Bogle (IU) - pending
- Round Table Discussions – for last hour in the afternoon, have round table discussions with both IUs and regulators on various topics.
 - Industry attendees - cap at 75.
 - Scott handed out rough drafts of the Save the Dates for edits and comments. Will email out next week pending our review.
 - Actual invitations to be sent out once website updates are done.
 - Date and location confirmed; deposits have been paid.
 - Vendor List – Amy will resend list of possible vendors along with person assigned to reach out to them ASAP

IV. Co-Chair Report: Dave

- Not present

V. Treasurer Report: Charity

- Not present

VI. Secretary Report: Amy

- Longmont Humane Society sent a thank-you letter for the \$100 donation CIPCA made in Fred Yoder's honor. Letter to be posted on the website.
- Fee for the P.O. Box is now due. Bill given to Scott to pay.
- Will reach out to Dixie Elixirs for possible December tour.
- Proposed combining Issues Editor and Education/Training into one position on the CIPCA Executive Board, and creating a new position for Marketing and Communications. This person would be in charge of maintaining the website and Facebook page, checking the email account, doing mass mailings, and other advertising and outreach initiatives.
 - TR will look at by-laws to determine what is necessary in order to create a new position/change existing positions on the Board.

VII. Issues Editor Report: Jack

- Distributed Audio/Visual packages for Ameristar as well as an email from Ameristar listing upcoming deadlines for the Fall Conference:
 - 9/12/17 – all hotel room reservations must be made using group code "CIPJ17A" to receive special discounted rate for either Thursday or Friday night.
 - 9/12/17 – Menus and meeting requirements due.
 - 10/5/17 – Final head count due.
- As a thank-you gift, each conference attendee is receiving \$15 in free play at the casino. Ameristar has provided a template so we can get the cards set up for everyone ahead of time.
- 30 rooms have been reserved for conference attendees with no financial obligation to CIPCA.

VIII. Education/Training Report: TR

- Please email speaker abstracts/bios. Will remind closer to the time.

IX. Newsletter Editor Report: Hunter

- Please submit newsletter articles by the second week of September.

X. Next meeting:

- September 7th or 8th, Jack to contact Ameristar for availability.
- Ameristar Resort & Casino, Blackhawk

XI. Motion to adjourn:

- Made by: Scott
- Seconded by: Amy