



Executive Board Meeting Minutes

Date: February 8, 2018
Time: 11:00
Place: Metro Wastewater Northern Treatment Plant, Brighton CO
Present: Amy Burk, Hunter Greeno, Scott Caldwell, Jack Mirabile, TR Yang, Patrick Maes, Alex Arnold, Cassie Grotheer, Charity Larson

I. Call to Order by Chair: 11:40 a.m.

II. Approval of Previous Meeting Minutes:

- November meeting minutes: Motion: Scott; Second: Charity

III. Old Business:

- Recap of 2017 Fall Conference
 - Received positive feedback via word-of-mouth, but it would still be beneficial to send out a conference survey to membership to ask what changes they would like to see for this year.
 - Issues with last year's conference were discussed, including ways to lower the cost, increase the registration fee, and streamline the registration process.
 - Thank You notes and gift cards have not been distributed yet. Need to decide on a final amount and the Board will approve the cost.
 - Most (85-90%) of the T.U.s have been distributed; a few were returned by the post office due to address errors. TR is keeping track of them in the event people contact her for them.

IV. Chairperson's Report: Jack

- Scott distributed Executive Committee Pass-on Books with new position descriptions. Will provide Jack copies electronically so we can edit if needed. Scott will also email copies of the By-Laws to new board members.
- Jack will work with Alex on creating a procedure for updating the website that can be used by the Technology and Communications person.
- New Business
 - 2018 Board Member Contact Information was gathered. Amy will distribute via email.
 - Potential goals for the year/projects/themes:
 1. Increasing CIPCA membership. Would still like to reach out to special districts and connectors. Hunter has started on a brochure; he will provide it electronically.
 2. Providing a quality educational experience for members. Many members have less than 5 years' experience in pretreatment; what would be most beneficial to them?
- 2018 Fall Conference – Ameristar Resort Casino, Blackhawk CO
 - Date has been set for Friday, October 12, 2018.
 - Deposit in the amount of \$1688.00 has been paid. Fully refundable.
 - 20 hotel rooms have been blocked for both Thursday and Friday with no obligation to reserve. More can be added later if needed.

- Registration fee has been \$65/person for several years; raising it to \$75/person was discussed.
- Updating the registration form to include language about providing birth dates for player's cards as well as providing full name, email, and mailing list of all attendees was discussed.
- Creating a registration packet for all attendees was discussed. This packet could include an agenda, instructions for how to reserve a hotel room, directions to Ameristar and the ballroom, receipt of payment, and info about a social gathering after the conference.
- The Board was asked to start thinking about speakers and afternoon roundtable discussion topics and potential facilitators.
 1. Scott has a list from CDPHE of topics and speakers who can present at conferences; he can distribute if need be.
 2. EPA has topics and speakers on various topics if we reach out to Al Garcia in June or July.
- The importance of getting abstracts and bios of speakers a few weeks before the conference was stressed so that we can get T.U.s issued in a timely manner.
- February General Membership Meeting
 - Packaging Corporation of America (PCA)
 - February 22nd at 1:00 p.m.
 - Invitation to go out this week
- Board was asked to think about ideas for future membership events
 - Dave can potentially organize a Pretreatment 101 one-day training. It was discussed making this an optional training for those interested, in addition to CIPCA's regular tours and the Fall Conference. Would need to look into the cost of this type of training and if we would need to charge an additional fee.
 - Providing more background information on the industry prior to the tour was discussed. For example, if the IU is permitted, can the permit manager give a brief presentation to tour attendees on the history of the IU, how they were discovered and why they were permitted? Should this be a presentation on the tour or a handout that is distributed prior to the tour?
 1. Amy will talk to JB Reyes, who manages PCA's permit, on his thoughts on this for the February tour.
- Schedule was created for future 2018 board meetings (all meetings begin at 11:00 a.m.):
 - March 15th – South Adams County
 - May 24th – Northglenn
 - July 19th – Plum Creek
 - September 13th (tentative) – Ameristar
 - November 15th - Metro

V. Co-Chair Report: TR

- Nothing to report at this time.

VI. Treasurer Report: Charity/Patrick

- Checking account has a balance of \$3,603.87
- Insurance in the amount of \$684 was paid in December
- Charity has all files for Patrick. Will go to Wells Fargo after the meeting is adjourned to get Jack and Patrick on the checking account.
- The Board needs to decide what balance we are comfortable maintaining in the account at all times.
- Treasurer needs to maintain a master email list as membership dues roll in and keep the list current for the Technology and Communications person.

- VII. Secretary Report:** Amy
- \$250 check from City of Broomfield for membership dues was distributed to Patrick
 - Returned T.U.s in the P.O. Box were distributed to TR
- VIII. Education/Issues Editor Report:** Dave
- Not present
- IX. Technology and Communications Report:** Alex
- Will send out email reminding members to pay their dues
- X. Newsletter Editor Report:** Cassie
- Hunter has begun working on a 4th Quarter newsletter. Will get with Cassie to go over newsletter formatting.
 - 4th Quarter newsletter should include a reminder for members to pay their dues and what all is included with a paid membership.
- XI. Next meeting:**
- March 15, 2018 at 11:00 a.m.
 - South Adams County
- XII. Motion to adjourn:**
- Made by: Jack
 - Seconded by: Scott