



Executive Board Meeting Minutes

Date: July 24, 2018
Time: 11:00
Place: Plum Creek Water Reclamation Authority
Present: Amy Burk, Jack Mirabile, TR Yang, Cassie Grotheer, Patrick Maes, Daniel Botello

I. Call to Order by Chair: 11:23 a.m.

II. Approval of Previous Meeting Minutes:

- May meeting minutes: Motion: Jack; Second: Patrick

III. Old Business:

- June General Membership Event – Tour of Boulder WWTF and Avery Brewing Company
 - 30 attendees
 - Lots of networking after the event, this tour was well-attended and seemed to be very popular.
 - Feedback – for future tours of this size, breaking up into smaller groups would be helpful so that everyone can see and hear everything.
 - Amy will provide photos and a tour summary to Cassie for 3rd quarter newsletter.
- Brochures – Cassie will remove any “date specific” language so that we can use the brochures for multiple years. Printing will be done by Goldstreet; per their estimate 500 brochures will cost \$336, 1000 cost \$402. Motion to approve the cost of printing 1000 brochures: Jack; Second: Patrick
- Membership Dues
 - No new memberships at this time. Will not send out another reminder; will see how many membership renewals we get with Fall Conference registrations.

IV. Chairperson’s Report: Jack

- Introductions/Welcome Daniel to the Board
 - Asked for nominations via email for two vacant Board positions, Daniel was the only volunteer, thus no election necessary.
- Goals for the year/projects/themes
 - Brochures. Motion approved to print brochures, so need to decide how we will distribute them and to whom. It is ok to distribute to industries.
 - Increasing social media presence. At the previous meeting, Alex agreed to start posting more news articles to the Facebook page, now that Alex is no longer on the Board, Daniel will start doing this.
 - Increasing membership. At the previous meeting, Alex suggested reaching out to pretreatment professionals in small/unapproved programs and was in touch with Al Garcia. Jack will reach out to Al again for a contact list.
- New Business
 - August Member Appreciation Event
 - Guided walking tour of Garden of the Gods. Amy has attempted to contact and left a voicemail, no return calls so may need to develop Plan B.
 - BBQ at the park
 - Coors Tour

- Rockies Game
 - Red Rocks tour
 - Others??
 - December General Membership Meeting
 - Jennifer Robinson from Utah Division of Water Quality is available to give her Local Limits 101-401 presentation in December.
 - One-day, 6-hour presentation with a one-hour lunch (on your own).
 - Would need to pay her airfare and hotel, but she will get back to us on reimbursing her for PTO (she may or may not need to use PTO to come to Denver).
 - Depending on the final cost, we may need to charge members for this training. Need to know final cost by November 1 so that we may develop Plan B if needed.
 - Can potentially teleconference instead of paying to fly her out. Logistics??
 - Checking the CIPCA Gmail account. It is now Daniel's responsibility to check the email account, at minimum once per week. He will forward emails on accordingly or let us know if he needs additional help with this, since emails will be increasing once we open registration for the Fall Conference.
- 2018 Fall Conference – Ameristar Resort Casino, October 12, 2018
 - Save the Date sent to members via email and Facebook on June 8, 2018.
 - Registration Form (updates from last year):
 - On the April 12, 2018 conference call, the Board approved raising the registration fee from \$65 to \$75.
 - Registration needs to include information about player's cards, and that no cards will be issued day of event.
 - TR assigned to drafting two new registration forms for Board approval (one for vendors and one for members).
 - Goal is to have the registration forms go out via email, be uploaded to the website, and announcement on Facebook in 1-2 weeks (by early August).
 - Reminder of conference deadlines from previous meeting:
 - 9/10/18 – All hotel room reservations must be made.
 - 9/19/18 – Menu and meeting requirements (A/V, room layout) due.
 - 9/26/18 – Player's card template due.
 - 10/3/18 – Final head count due by 1:00 p.m.
 - Based on Ameristar's deadlines, the Board decided to have our September Executive Board Meeting on **September 14, 2018** at Ameristar to finalize menus and room layouts. Jack will contact Ameristar to confirm this date.
 - Registration deadline for the conference will be **September 12, 2018**.
 - Potential formats discussed:
 1. 101-level presentations in the morning with more advanced level in the afternoon, with optional open-forum round tables in adjacent room during presentations.
 2. Presentations in the morning and facilitated round tables in the afternoon.
 - Format will depend on how many presenters we can get. We can get at least 6-8 people from Metro to facilitate round tables if need be.
 - Potential Speakers:
 - Dave Louch. Jack has been in touch with him. His presentation idea is for a Pretreatment 101-type training taking common terms such as "metal finisher" and presenting associated descriptions and case studies.

- Al Garcia. Jack has reached out to him for a list of available presenters and topics.
- CDPHE. Lisa Knerr no longer with the State, Jack has reached out to her replacement, Jon Wallace.
- Aleah Menefee, Public Utility Program Administrator at Metro Wastewater – How Building Connector Relationships Can Improve Pretreatment Programs
- John Mechling/Jack Mirabile/Mark Petersen, Metro Wastewater – Investigating the Source of an Unusual Observation at the Headworks.
- Chris Naber – The Challenges of Discharging to a Privately Owned Treatment Works.
- Arranging volunteers morning of event to help sign people in, direct them where to go, etc. We can probably get at least 2-3 people from Metro to help out.
- Vendors
 - Need to reach out to all the vendors we had last year via email and include registration form.
 - Ideas for new vendors??
 - Motion to approve raising vendor registration fee from \$200 to \$225: Jack; Second: Amy

V. Co-Chair Report: TR

- Nothing to report at this time

VI. Treasurer Report: Patrick

- \$4,149.33 checking account balance
- \$2,307.78 PayPal balance
- Will transfer \$1800 from PayPal to checking account, bringing checking account balance to \$5949.33
- Asked about Boxelder's registration form and check. Check was deposited prior to previous board meeting and paperwork was given to TR. Patrick will look for it.

VII. Secretary Report: Amy

- Has been checking Gmail account every few days and responding to emails:
 - Linko has requested to be a vendor at the Fall Conference again and wanted to know if registration was open.
 - Several positive reviews of 2nd Quarter newsletter.
- Updated Google Contacts with current members and labeled each one "CIPCA Members" so that when we compose a new email we just have to type in "CIPCA Members" and it will populate all the email addresses. Will need to maintain and update this periodically.

VIII. Education/Issues Editor Report: Vacant

IX. Technology and Communications Report: Daniel

- Nothing to report at this time.

X. Newsletter Editor Report: Cassie

- Will edit brochure and email to Board for approval.
- Will coordinate with Patrick to get reimbursed for printing costs.
- Working on 3rd Quarter newsletter.

XI. Next meeting:

- September 14, 2018 (tentative).

- Ameristar Casino Resort Blackhawk.
- Conference Call tentatively scheduled for early August, Jack will send out an email to coordinate.

XII. Motion to adjourn:

- Made by: Jack
- Seconded by: Patrick