

**Rocky Mountain Chapter
Certified Hazardous Material Managers**

General Meeting Agenda – Spring 2008

August 20, 2008, 6:00 pm – 8:00 pm

- **Call Meeting to Order**
- **Approval of Meeting Minutes** – Kurt Streeb
- **Treasurer’s Report** – Steve Riner
- **Committee Reports**
 - Chapter Development – Ken Meek, Chair
 - Education and Training – Doug Waltermire, Chair
 - Government Affairs / Title Protection – Doug Schlagel, Chair
 - Public Relations and Marketing – Kurt Streeb, Chair
 - Webmaster – Steve Riner, Webmaster
- **Old Business**
 - Affiliate Program – Betsy Bishop, discussion of implementation.
- **New Business**
 - Election of Officers: Vice President/ President Elect, 3-yr term; Secretary, 2-yr term; and three Directors-at-Large, 1-yr term. See attached.
 - Facility Tour, Oct 1, 2008 – **Luminous Electronic Recycling**, 11809 E. 51st St., Denver, CO 80239, established in 2003 to deliver electronics recycling solutions, recycled raw materials, and salvageable components to the business-to-business and business-to-consumer marketplace. LER is a fully permitted recycling facility (EPA# COR 000218305) located in Denver Colorado.
 - Newsletter: next newsletter planned for October, special edition needed in Sept. to announce the facility tour.
 - Next General Meeting, Nov. 19, 2008, location TBD.
 - Next scheduled Board Meeting – Sept 10, 2008 (need to move due to conflict with ACHMM National Convention. Sept 3, 2008 proposed.
- **Adjournment**

Excerpts from ARTICLE IV – OFFICERS

All Officers must be Certified Members in good standing with the Academy. Officers are responsible for the day-to-day management of Chapter affairs, implementation of policy set by the Board of Directors, and execution of the Annual Operating Plan.

Officer's Duties

- **President:** The President, elected to serve one year, presides over Chapter meetings and interfaces with other chapters, the Academy, and other environmental organizations. All committees report to the President, who is responsible for day-to-day Chapter management. In the absence of the Treasurer, the President shall disburse funds and pay Chapter obligations.
- **Vice President (President-Elect):** The Vice-President, who is elected to serve one year and is expected to serve as President the following year, presides over Chapter meetings in the absence of the President and ensures the development and execution of an appropriate annual education program for the Chapter.
- **Secretary:** The Secretary, who is elected to a term of two years in alternating years from the Treasurer, documents Chapter meetings, maintains and updates Chapter records and mailing lists, documents Chapter-sponsored training, and manages mailing of official notices to the membership.

Excerpts from ARTICLE V – BOARD OF DIRECTORS

The Chapter is governed by a Board of Directors (the Board) of at least seven members, including the four elective Officers, the Immediate Past President (except in the first year of Chapter operation), and at least two Directors-At-Large.

- All Directors must be Certified Members in good standing with the Academy.
- The Directors-At-Large shall be elected to a one year term.
- The Board shall annually plan and structure Chapter operations in the form of an Operating Plan: setting objectives; developing a yearly calendar of activities; developing an annual budget; setting dues for each classification; and any other planning that will promote Chapter growth.

Excerpts from ARTICLE VI – ELECTIONS

- The President shall appoint a Nominating Committee to develop a slate of candidates.
- Nominations are solicited from the floor at a General Membership meeting held before Oct 1.
- Ballots will be mailed to all members in good standing. A deadline for return will be on all ballots.
- Ballots are returned to the Immediate Past President; who, with the Secretary, will tally the vote.
- Election results will be reported by the Immediate Past President no later than Nov. 15th.
- Officers and Directors shall be elected by a majority votes cast.