

**Rocky Mountain Chapter
Certified Hazardous Material Managers**

**Board Meeting Minutes – Annual Retreat
February 4, 9:00 AM
Dixons, Denver, CO**

- **Call Meeting to Order – 9:47 a.m.**
- **Roll Call**
 - Shannon Alvis (President)
 - Doug Schlagel (Past President)
 - Paul Sadowski (Vice President)
 - Kurt Streeb (Board Member)
 - Larry Reichert (Board Member)
 - Joe Jenkins (Board Member)
- **Treasurer’s Report**
 - Treasurer was not present. Discussed necessity of needing a budget for 2006 Operating Plan. Meet at 5:45 for General Meeting if treasurer is present and can complete the budget.
- **Committee Reports –**
 - **Are committee chairs remaining?**
 - **Set two manageable goals per committee for the year**
 - **Chapter Development** – Jenkins – Remaining
 - Contact other environmental organizations and get the schedule of events
 - Post this schedule in the newsletter and website
 - **Education and Training** – Braun – Remaining?
 - Help organize ACHMM review course and IHMM exam
 - Help organize AAI training course
 - Help organize 8-hour refresher
 - Ask members if there is an interest in presenting a talk to our group before giving it someplace else for feedback.
 - **Government Affairs / Title Protection** – Gurdikian – Remaining? Doug Schlagel?
 - Work with National
 - Provide links to websites that explain changes in regulations...Lead paint, SPCC, Asbestos, AAI
 - **Public Relations and Marketing** – Streeb – Remaining
 - Brochure

- Benefits to being a CHMM 1) receive job announcements, 2) Reduced price for training; 3) Ask questions for specific areas of expertise; 4) Learn/gain knowledge through a variety of speakers; 5) Network with colleagues.
 - Newsletter – Schlagel to put together – Try to send out between meetings.
 - Ask general membership if they have anything to add to the letter.
 - Need Logo
 - Business cards
 - Contact News Organizations
 - **Webmaster** – Riner – Remaining
 - Update with ideas discussed at meeting.
 - Post websites as discussed and calendar of activities
 - Post links to job openings
 - Post links to other environmental organizations
- **New Business**
 - **Review By-Laws**
 - Modification to By-Laws (Discuss after contacting National and reviewing Roberts Rules of Order). Need to define a quorum.
 - **2006 Operating Plan and Budget**
 - Modify Operating Plan for General Membership approval and review/approve budget once prepared
 - **Update website for 2006**
 - Ask webmaster to add items listed above
 - **CHMM Review Course rescheduled for June 2006?**
 - Cindy Braun to look at potential dates to hold course at OSHA training institute
 - **Quarterly Newsletter**
 - **Summer Social Events**
 - Attend brewery tour in Ft. Collins the week of the review course
 - Attend 1 Rockies game – family welcome (RMC-CHMM member paid for by chapter)
 - **CHMMUNITY Outreach**
 - Volunteer at Community Hazardous Waste Turn-in Day
 - Joe to look into Pueblo haz waste turn-in day
- **Adjourn Meeting – 12:43 p.m.**

TO DO LIST (Items for Board/Committees to do)

Everyone

1. Send Joe Jenkins contacts for other environmental organizations
2. Send Steve Riner website links for changes to regulations
3. Consider nominating other RMC-CHMM members for awards

Joe/Steve

1. Check out Rock Bottom in Colorado Springs area for upcoming meeting

President

1. Contact National for By-Laws – to define a quorum
2. Contact National to determine who is Liaison
3. Call Jane Nakad at EPA Region 8 to see if there is interest in presenting at another meeting in late April/Early May.

Vice-President

1. I couldn't come up with much for now, but I will be in touch with you to help organize speakers for future meetings.

Treasurer

1. Prepare and present the 2006 budget

Secretary

1. Prepare meeting minutes following each meeting within 1 month of meeting for approval and sending out with next meeting announcement

Chapter Development

1. Contact other environmental organizations to obtain a calendar of events
2. Contact National for list of current Colorado CHMMs.
 - a. Provide to Shannon for emails

Education and Training

1. Get list of potential dates for review course
2. Begin making preparations for hosting review course

Government Affairs / Title Protection

1. Begin creating a list of websites of changing regulations for posting to RMC-CHMM website
2. Stay in touch with National for other areas to increase CHMM awareness at Regulatory level

Public Relations/Marketing

1. Begin preparing Brochure – reference ACHMM and IHMM websites
2. Continue making the Newsletter – Schlagel
3. Hold contest for Logo
4. Make business cards
5. Contact News Organizations

Webmaster

1. Update webpage with Calendar of Events
2. Update webpage with links to websites that explain changing regulations
3. Update website with links to job openings