

**DRAFTED MINUTES**  
**CONNECTICUT ASSOCIATION OF HOUSING CODE ENFORCEMENT**  
**OFFICIALS**  
**EXECUTIVE BOARD MEETING**  
**WEDNESDAY, OCTOBER 21, 2015**

**MEMBERS PRESENT:** Amy Lehaney, Immediate Past President; Jennifer Eielson, President; Caleb Cowles 1<sup>st</sup> Vice President ; Clarence B. Atkinson, Director; Deborah Miller, 2<sup>nd</sup> Vice President; Cedric Goo, Director; Brett Zuraitis, Director; Albertina Baptista, Treasurer; Marjorie Beauchette, Secretary; Judith Dicine, Esq. – Advisor.

**MEMBERS ABSENT:**

**GUESTS PRESENT:** Dawn Severine and Ebrima Jobe

**I. CALL TO ORDER**

Jennifer Eielson called the meeting to order at 12:31PM.

**II. OPENING CEREMONY:**

**III. REPORTS OF OFFICERS**

- A. **Treasurer:** As of October 20th, 2015 there is balance of \$13, 363.51 which includes \$12, 246.21 into the checking Account and \$1, 117.30 into the Scholarship Savings Account. Please refer to treasure's report dated October 20, 2015 for more details. Report was approved by Cedric and all were in favor.
- B. **Secretary:** Report dated May 7 and August 5 were reviewed/approved by Cedric. Clarence seconded the report and all were in favor.

**IV. REPORTS OF COMMITTEES**

- A. **Education:** We're going to keep moving with Healthy Homes Initiative. It was suggested that we should find specialty speaker which can cover an array of things related to Healthy Homes including topics that we have not yet addressed. It was also indicated that since a lot of home owners are doing treatment on their own DEEP Pest control could also be a choice as speaker. Illegal Unit was also an option and was determined that it could be a great topic for March Seminar.

- B. Membership: By September 1<sup>st</sup>, 2015 membership renewal application will be sent out.
- C. Legislative: Nothing to report.
- D. By Law: it was suggested our scholarship application need to be open to more students and currently our by-law has nothing for student's membership. Dawn stated that our scholarship needs to be exposed to more people in college with the hope that will increase our membership in the future.

V. **UNFINISHED BUSINESS**

- A. September seminar had a total of 68 people who were registered & all have attended.

VI. **NEW BUSINESS**

- A. Not having a projector is a problem that occurs too often. Motion to purchase a projector under \$500.00 was made and approved by all members. This subject will be revisited.
- B. Our March Seminar will be at Grand Oak and that was approved by Clarence and approved by all.
- C. Completed scholarship applications were received for Caleb Cowles, Tim Digan, Jr. and Jillian Chongruk.
- D. Not a lot of member in our association were able to attend the ICC conference in Long Beach CA.
- E. Jen will contact someone to look into our Christmas gifts for this year they will be looking into different product and cost. Raffle : all member is to be donated a gift valued at least at \$25.00
- F. It was suggested that it is in the best interest of the Association to obtain a Credit Card, as illegal charges can be disputed when using a credit card. Jen and Tina will look into that and report back to all members.
- G. Judy reported that we need to identify the troubled area in our community/city. SHIP program is not about more inspections, but more cooperation, how to get compliance, identify where funding is. We need to get all parties involved; we need to get them on board. As

1<sup>st</sup> preventer for our community people need to know and understand what we do better.

**VIII. ANNOUNCEMENTS, PROGRAMS**

- A. Scholarship applications will be sent to everyone once approved the secretary is to send letter inviting the qualified applicants into our December seminar.

**IX. ADJOURNMENT**

- A. The meeting was adjourned at 1:55 pm.

Respectfully Submitted,

**Marjorie F. Beauchette**

Secretary

Connecticut Association of Housing Code Enforcement