

**DRAFTED MINUTES**  
**CONNECTICUT ASSOCIATION OF HOUSING CODE ENFORCEMENT OFFICIALS**  
**EXECUTIVE BOARD MEETING**  
**WEDNESDAY, February 4, 2015**

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

**MEMBERS ABSENT:** Judith Dicine, Esq. -- Advisor

**GUESTS PRESENT:** NONE

**I. CALL TO ORDER**

Jennifer Eielson called the meeting to order at 12:40PM.

**II. OPENING CEREMONY:**

**III. MINUTES**

Minutes from previous meeting which was held on October 15, 2014 was reviewed by all. Amy clarified that non-member fee is \$50.00 no the membership fee. Brett made a motion to approve the minutes and Cedric seconded the motion.

**IV. REPORTS OF OFFICERS**

**A. *Treasurer:*** As of December 2014 there was a beginning balance in the amount of \$14, 490. 24 with a total disbursement of \$3, 726. 23 and a deposit of \$1, 485.00. The current balance to date is \$12, 249.01. Brett made the motion to approve the report and it was seconded by all.

**V. REPORTS OF COMMITTEES**

**A. Education:** Caleb reported that he's in contact with someone from Healthy Homes. He's also suggesting since most of our members are sanitarian, building inspectors ect... we're all cross-trained, we need to get an eye opener as to what should raise a red flag during our inspection, as far as plumbing, mechanical ect.....

- B. Membership: it was reported that a total of 42 members are currently in good standing as far as their annual membership. Jennifer will send a blast e-mail out as reminder to all.
- C. Legislative: it was stated that Newington is moving forward with their hoarding task force. They're currently working on a bill/legislative proposed by their senator and they need more signature.
- D. Bylaw/Nominating: it was discussed during the meeting that someone needs to be called for nomination and it was between Clarence and Brett. No decision is made at this time.

## **VI. UNFINISHED BUSINESS**

- a. It was confirmed that only 2 completed scholarship applications were received and the motion was made for the total funds to be divided among the 2 applicants and they will each received \$500.00 it was also stated that a recommendation was needed for one of the applicant and a verbal recommendation was given by Judith Dicine for Caleb Cowles.
- b. There was no Seminar Comments for October since no Seminar surveys were sent out.
- c. ICC annual meeting in FL attended by Deborah Miller. She reported that the meeting focused on the legal aspect of code enforcement, fellowship and professionalism. The next ICC meeting will be in Long Beach, CA.
- d. It was stated that in order to become a chapter at least 10 people need to be registered with ICC. Judy will check and let us know who and how many board members are on the ICC list.

## **VII. NEW BUSINESS**

- a. It was confirmed that Debbie, Jen, Caleb will be responsible for printing out the Seminar Newsletter. It was also stated that the Directors need to help out more in the initial process of getting the guest speaker for our seminar.
- b. There was discussion about the topic to be presented at our December Seminar either Yankee gas, Home Energy Assistance, DEEP, Healthy Home Network were among the topic and needs to be confirmed as soon as possible. Judy and Dawn will be working in getting someone from either UI, or DEEP, the healthy home program.
- c. Raffle—all board members were asked to bring a \$25 gift cards from either stop & shop, Home Depot to cover our Christmas raffle.

- d. Holiday Gifts: e-mail will be sent to all board members as to what our holiday gifts should be for this year. Jen will check around and send e-mail to all board members. Other ideas are also welcomed.
- e. Jen stated we need a projector for our seminar and that the one we're currently using belong to Mr. Miller and/or the City of Stamford
- f. There was discussion as to whether or not the individual membership fee should be increased to \$50.00. It was confirmed that the board member fees for seminar will remain the same for now. It was also agreed that all board member should pay for their membership and registration. Retirees are free during the month of June.

**VIII. ANNOUNCEMENTS, PROGRAMS**

- a. Our CAHCEO banner is missing. We will check our Stamford storage in Stamford and also with the Maître D at Anthony's.

**IX. ADJOURNMENT**

- a. Jen made a motion to adjourn at 2:30 pm and Cedric Goo seconded the motion.

Respectfully Submitted,

Marjorie F. Beauchette  
Secretary  
Connecticut Association of Housing Code Enforcement