

**DRAFTED MINUTES**  
**CONNECTICUT ASSOCIATION OF HOUSING CODE ENFORCEMENT OFFICIALS**  
**EXECUTIVE BOARD MEETING**

**November 15, 2017**

12:24pm – Caleb called to order

Not present with notice– Ryan, Judy

Not present without notice – Marjorie

Tabled – minutes from last meeting to Spring 2018

Treasurer’s Minutes

Waiting on \$135 from Housing Code/Env Health (Bridgeport) from September

Savings balance – Scholarship fund (\$2229.98) with raffle money

Motion to accept report – Amy, Seconded – Cedric

Motion passed

Education

No scholarship applications received

Membership

2018 Membership flyer to be sent with date correction email about December meeting

Legislation

Nothing new

PMC is without a home

No proposed changes to by-laws

Six months left in current elected terms

Six upcoming open positions, announcement to be made at December seminar

Building inspectors wanted to round out board

Dawn interested in Treasurer

Heather interested in Secretary

Ebrima interested to stay

Would take office at summer meeting; to be brought up at spring meeting

Open to all membership

Tax filing

CPA hired for first year? Or file ourselves and have CPA come in if needed

Caleb and Ebrima to call around for filing charge and recommendation of how to move forward best

PMC

Proposed to have FMO have appendix written and attached to PMC to train people; observe issues and refer people to FMO

Seminar Topics

Walter Summers - Appendix Topic?

Mike Marino – fire dog (Notice to be made to Anthony's)

Don King – Locations

Tabletop exercise?

Spring – ICC Training? Same list of topics as last year, trade-specific; looking for general skills;  
Bill Nash to vet speaker

Summer – TBD, topics to be brought to board

Raffle in December - \$25 (Stamford has roll of tickets); one bowl for all tickets or put tickets in front of each item?

Stainless steel bottles with CAHCEO logo as gift in December

Adjournment 1pm