

DRAFTED MINUTES
CONNECTICUT ASSOCIATION OF HOUSING CODE ENFORCEMENT
OFFICIALS
EXECUTIVE BOARD MEETING
WEDNESDAY MAY 23, 2018

MEMBERS PRESENT: Caleb Cowles, President; Ebrima Jobe 2nd Vice President; Sean Tipps, Treasurer; Marjorie Beauchette, Secretary; Ryan Stewart, Director;

MEMBERS ABSENT: Deborah Miller, 1st Vice President; Jennifer Eielson, Immediate Past President; Amy Lehaney, Director; Cedric Goo, Director; Judith Dicine, Esq. – Advisor.

GUESTS PRESENT: Dawn Severine,

I. CALL TO ORDER

Caleb Cowles called the meeting to order at 12:45PM.

II. OPENING REMARKS: No opening remarks

III. REPORTS OF OFFICERS

A. **Treasurer:** It was confirmed that CAHCEO had contributed \$300.00 to the Hoarding conference on May 4, 2017. It was reported that everyone paid from the last seminar. Bridgeport currently has an outstanding balance of \$210.00. We need to check on the Greco matter to see who's tracking and how much is still pending. It was also indicated that at some point the president, in-coming president and the treasurer need to go to Webster bank to update the account. Motion was made to accept the report as written, and all were in favor.

B. **Secretary:** Copies were made available via e-mail to all members. Motion was made to approve the secretary report as written and all were in favor.

IV. REPORTS OF COMMITTEES

A. **Education:** A flyer was put out for the scholarship/Awards for the June Seminar and there was no applicant for either. The flyer was made available to everyone through our website and through our mailing list. We will continue with our 50/50 raffle during our seminar. It was agreed that the requirements for the scholarship is not that strict and it appears that people are just not going into the website.

B. Membership: we have interest for Secretary, Treasury and few other openings within the board for Director, 1st and 2nd Vice president. Heather intends on taking over the Secretary position. It was suggested that since Heater is working on the website and will also be the secretary, it wouldn't be a bad idea to have the minutes stored on our website for future references. We can start upload the minutes from the last 2 previous meeting. At our June meeting, Bill Nash from ICC will be there to swear in the new board. Cedric has also helped in the past in calling nomination from the floor. So he can also do that during the June meeting.

C. Legislative: Nothing to report

D. By Law: Nothing to report

V. UNFINISHED BUSINESS

A. Caleb indicated that when it comes time to turn over the book, we still have the credit card pending. He further stated that having the credit is not impossible to do, but we just haven't been able to make it to the bank.

VI. NEW BUSINESS

A. PMC there's no new legislative push for property maintenance code. there was support from the Fire Marshal Association. It was confirmed that no housing code inspector will be enforced the fire code including checking on smoke detectors and this is something we'll have to agree on in order to get their support.

B. We talked about the survey monkey last time, we need to do that so we'll know what our members want to see as far as topics for our seminar and also take a poll on the smoke detectors issue, to see how many municipalities currently checking smoke detectors.

C. It is important to have a variety of concentration especially within the board, as far as building, fire, health, and zoning. If we know anyone invite them into our board meeting.

D. As far as our taxes, Caleb met with an accountant/CPA and wants to know if we have ever submitted a tax return. There has been no filing on records for years. The way forward we need to reapply for a non-for profit status. The process includes an application fee of \$400.00 and we won't get charge any more than \$500.00. The secretary of the state piece, last time it was updated was 2008, there's \$150.00 per year, filing fee to keep our cooperation status and we don't need a CPA for that and we can just follow the link on the secretary of the State website. A vote was taken on payment for up to \$500.00 to get our account in

order with the federal government. Motion was made to allocate up to \$500.00 for the fee. All were in favor, motion passed.

- E. Decision was made to spread our seminar, with the hope that we can get more people from the Hartford, Danbury area. Despite the fact that Anthony is more expensive than Grand Oak, we're not getting the turn out that we had hoped for; it appears that we're still getting the same group of people. No contact hours were approved for the summer training. We should always try to forward the application for all our training/seminar and let them decide if that topic being presented is qualified for any type of credits, but we always have to try to get the credits.
- F. The newsletter, it was confirmed that the Chronicle was a great thing and that if we can get people to contribute to it, it would be great. Showing picture from the conferences, recap on past seminar.
- G. It was suggested to have the Vice President work on our tax records, so we don't fall so far behind with that.

VII **ANNOUNCEMENTS, PROGRAM**
VIII. **ADJOURNMENT**

- A. The meeting was adjourned at 1:25pm.

Respectfully Submitted,
Marjorie F. Beauchette
Secretary Connecticut Association of Housing Code Enforcement