

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

**DATE:** May 5, 2020

**LOCATION:** Zoom Conference Call

**MEMBERS PRESENT:** Sean Tipps, Kim Ploszaj, Caleb Cowles, Heather Oatis, Ebrima Jobe, Amy Lehaney, Judith Rothschild Dicine, Ryan Stewart, Ilyssa Delgado, Frank Alvarado

**MEMBERS ABSENT:** N/A

**GUESTS PRESENT:** N/A

**1. Call to Order**

- a. Caleb Cowles called meeting to order at 12:10pm.

**2. Opening Remarks – None**

**3. Old/New Business**

- a. Filings for nonprofit status have been submitted to the Secretary of State
- b. Payments for Spring Conference received, one member has requested refund; Kim Ploszaj to mail check for refund
- c. Judy Rosthchild Dicine will reach out to CBOA as conference co-sponsor to reschedule to September 2020
- d. Change June training to web-based through Kathy Traugh at Yale; Kim Ploszaj to make request
  - i. Change topic to a DPH Housing During Pandemic Training; still offer to co-sponsor with CBOA
- e. Amy Lehaney to send drafted survey via Survey Monkey to membership
- f. Officers – for next year, Kim Ploszaj President; Ilyssa Delgado and Frank Alvarado Vice President/Second Vice President (to be discussed); Sean Tipps Treasurer; Heather Oatis Secretary; Caleb Cowles Director; Amy Lehaney Director; Judith Rothschild Dicine Advisor; Ebrima Jobe Past President
  - i. Vote via Survey Monkey for June online event?

**4. Announcements – Next meeting – 5/12/2020 at 11am via Zoom**

**5. Adjournment/**

- a. Ebrima at adjourned at 12:50pm