



February 29, 2012 CCA Board Meeting Minutes

Board Members Present: Patrick Allen MD, President; Brenda Bock, Secretary; Mike Graeff, Treasurer, Sandra Graeff, George Crocket; Art Nordyke; Lora Thomas; Bruce Campbell

Excused Absence: Thomas Canfield, MD

Others in Attendance: Debbie Reisdorff, Administrative Assistant to CCA Board

Meeting Called to Order: 1830 Meeting Adjourned: 2123

<u>DISCUSS</u>	<u>CONCLUSION/ RECOMMENDATION</u>	<u>ACTION</u>	<u>STATUS</u>
1.Previous Minutes	Review Minutes of January 9, 2012 Board Telephone Conference. Motion to accept by G. Crocket, 2 nd by B. Bock was adopted unanimously as follows: “The minutes of the previous meeting are accepted.”	None	C
Secretary Report	March training has 83 registrations.	None	C
Treasurer’s	M. Graeff reported that Wells Fargo has opened four new accounts at Wells Fargo. Do not use credit cards starting 3/1/12. new cards will be issued soon. Treasurer’s documents have been placed on Quickbooks. G. Crocket made motion to accept, A Nordyke 2 nd and adopted unanimously as follows “The Treasurer’s report was accepted and filed for audit.”	None	C
Public Comment	No public comment.	None	C
CPA	P. Allen - CCA’s new CPA is Hanna, Holdredge & Assoc. Board members met with CPA to review of Articles of Incorporation, By-Laws, Tax Forms. Rate is \$155/hour. Holdredge will meet with Board at a special meeting in Loveland prior to October Conference.	None	C
Newsletter	Spring 2012 newsletter will need to be ready by May 1.	None	C
CCA Owned Equipment	P. Allen - Need equipment accountability, D. Reisdorff will contact Board to collect information and create list.	None	C
CCA Dues	D. Brenner stated past due notices for CCA dues will be mailed out on 4/1/12.	None	C
Conference Speakers Fee	Discussion regarding the speaker fee and need for guidelines. L. Thomas will work on this.	Written Guidelines	O



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CCA Important Documents	P. Allen - CCA important documents, President, Vice President, Secretary and Accountant must have complete sets documents.	None	C
Board Openings	Candidates must send written letter 10 day prior to board meeting to membership at June Conference.	Mail letter to Coroners	O
Death Investigation Templates	Templates for investigative standards by Coroners. Larimer Coroner is using currently as a testing center.	Review at June Conf.	O
Review Death Investigation	P. Allen – Zane Laubhan has completed 98% of his portion, gathering information cost of death investigation. CCA is not funding this project.	None	C
Education:	Discussion by Board regarding upcoming training.		
June 2011	Ameristar at Black Hawk was very nice but expensive, problems with cell & lap top reception.	None	C
March 2012	Best Western, Loveland, we have 83 registrations for conference. Conference is certified for 16 continuing education hours.	Review Next mtg	O
June 2012 Conference	Pueblo Convention Center, June 6,7,8, 2012, hotels will be Marriott & Cambria Suites. D. Fairman has agenda and will be certified for 24 continuing education hours.	Review Next mtg	O
October 2012	T. Canfield will make arrangements in Montrose, exact dates will be determined later.	Review Next mtg	O
June 2013 Conference	L. Thomas will put out request for bids for June 5, 6, 7, 2013.	Review Next mtg	O
Ethics	No complaints.	None	C
Legislative	P. Allen/L. Thomas – Update on revamp of Coroner Statutes. Making slow progress, will start writing for CRS in summer or early fall. Rep. Bob Gardner will present final bill in Spring 2013. Electronic death certificate bill will take a long time before it is complete due to funding. Look into adding forensic pathologist to Cold Case Review Board.	Review Next mtg	O



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Coroner Assist Team	D. Brenner – no requests. Will wait until June Conference to appoint a Western Slope Coroner Office following the resignation of S. Stodgsdill from the Board.	Review Next mtg	O
Certification	B. Bock – There are currently 114 certified death investigators.	None	C
Finance	B. Campbell performed the audit of the finance records after S. Stodgill’s resignation and the appointment of M. Graeff.	None	C
Ike Miller/ Scholarships	G. Crocket - One Training Scholarship was requested and awarded for March 2012 training. There have been no applications for Ike Miller Scholarship.	None	C
Marketing	G. Crocket has joined S. Graeff on the Marketing Committee. Discussed new merchandise and door prize items. Motion made by L. Thomas and 2 nd by G. Crocket to Spend \$200.00 each for appreciation gifts for serving on the Board to S. Stodgsdill and B. Fowler. Motion was adopted unanimously.	None	C
Website	B. Bock stated that the website is updated each time new information is received.	None	C
Outside Committees	G. Crocket – no report. P. Allen received an invite to be on the Child Fatality Review Board, he declined.	None	C
CCSTB	No report		

Patrick C. Allen, MD
CCA Board President

PCA/ DR