



**June 5, 2012 CCA Board Meeting
Pueblo Convention Center, Pueblo, Colorado**

Board Members Present: Patrick Allen, MD, Brenda Bock, Mike Graeff, Sandy Graeff, Thomas Canfield, MD, Art Nordyke, Lora Thomas, George Crocket, Stephen Lance

Excused Absence: Darrel Brenner

Guests: John Graham, Randy Gorton, Dianne Fairman

Meeting called to order: 1800

Meeting Adjourned: 2145

Discuss	Conclusion/Recommendation	Action	Status
Previous Meeting Minutes	Review Minutes of February 29, 2012 Board Meeting. Motion to accept by George Crocket, 2 nd by Art Nordyke was adopted unanimously as follows: "The Minutes of the previous meeting are accepted."	None	Closed
Future Board Meetings	If Board Member unable to attend in person, is it possible to have Telephone Conference Call available	Conference call can be avail for all meetings	Closed
Ballots for CCA Board	There are eight openings on CCA board, 6 incumbent members (Pat Allen, Brenda Bock, Tom Canfield, Mike Graeff, Lora Thomas & Stephen Lance) and two candidates (John Graham & Randy Gorton).	Ballot vote at General Meeting	Closed
Ballots for Investigative Guidelines	Voting for acceptance of proposed statewide investigative guidelines.	Ballot vote at General Meeting	Closed
Pay for Fairman/Reisdorff	Board review letter submitted by Fairman/Reisdorff proposing flat rate contract pay of \$3000/conference (\$1500 each) for Secretarial (DR) and Conference Organizer (DF). Additional, request mileage reimb at the current rate at the time of travel for Fairman and Reisdorff. Tom Canfield made motion and George Crocket 2 nd , to pay \$1500 each (Fairman & Reisdorff) per conference And reimburse appropriate mileage.	\$1500/conf to each	Closed

Discuss	Conclusion/Recommendation	Action	Status
Reduce number of trainings/year	Discuss reduce number of trainings from one 3 day Conference and two 2 day trainings to one 3 day Conference and one 2 day training.	Present at General Membership Meeting	Closed
CCA contract worker	Discussed various scenarios for who would organize CCA Conferences and secretarial duties. Motion made by Steven Lance, 2 nd by George Crocket to review job duties, create suitable title and pay, post position and review applicants. Committee to develop job description, Lora Thomas, George Crocket, Steven Lance.	Review at next meeting	Open
Treasurer Report	Mike Graeff presented the Treasurer Report. Motion to accept by George Crocket, 2 nd by Art Nordyke was adopted unanimously as follows: "The Treasurer Report is accepted".	None	Closed
Finance	Mike Graeff stated that Grand Junction Federal Credit Union and Wells Fargo bank accounts and credit cards have been closed. Now using Chase Bank for banking and credit cards.	None	Closed
	Brenda Bock stated that Coroners are requesting that annual Membership invoices be mailed as not all Coroners received emailed invoices.	Will mail invoices In 2013	Closed
	Lora Thomas stated that Douglas County reimbursed CCA for Legal fees.	None	Closed
	Pat Allen stated that he, Mike and Sandy Graeff have been working with Linda Holdredge, CPA to reinstate the CCA's tax Exempt status (filing Form 1024) and filing tax returns for 2008, 2009, 2010 and 2011. Motion to pay all fees charged by Hanna, Holdredge & Associates, CPA by Tom Canfield, 2 nd by George Crocket.	Update on progress at next meeting	Open
	Motion was made to pay Board of Directors Insurance and Trailer insurance (includes contents) by Tom Canfield, 2 nd by George Crocket.	None	Closed
Speaker Fees	Lora Thomas presented information regarding public employees receiving speaker fee. Lora will write short policy for Board to review.	Review at next meeting	Open

Discuss	Conclusion/Recommendation	Action	Status
Death Inv Templates	Proposed Statewide Guidelines will be presented at General Membership Meeting. Will review step by step use of template during conference.	Review at next meeting	Open
June 2013 Conference	Lora Thomas reported results of possible locations for the 2013 Conference. Board narrowed down to three locations, Colorado Springs Embassy Suites, Fort Collins Hilton, Loveland Embassy Suites.	Present at General Membership Meeting	Closed
Denver Interns	Re-instated Interns fee for June Conference. Set up May 2003 for Denver Intern program.	Set fee so CCA breaks even	Closed
Education Committee	Discussed changing from one conference and two trainings to one conference and one training. Motion by George Crocket For continued credibility. Motion by George Crocket, 2 nd By Steven Lance to have one Conference and one Training Per year.	Present at General Membership Meeting	Closed
Ethics Committee	No reported ethics problems.	None	Closed
Legislation Committee	Lora Thomas will attend the signing of the Electronic Death Certificate bill tomorrow.	None	Closed
	Pat Allen stated that the committee will start working on Legislative proposal to rewrite all Colorado Statutes pertaining to Coroners, update to modern times. Will use California statutes as a guideline. Membership will be appraised as this proceeds. Committee will consist of Pat Allen, MD, Tom Canfield, MD, Brenda Bock, Darryl Brenner, Lora Thomas, John Graham, Robert Bux, MD and Zane Laubhan	Review at next meeting	Open
	Amy Martin, MD submitted copy of Wisconsin Statutes Regarding legislation where Coroner reviews all cases prior to cremation.	Present at General Membership Meeting	Closed
Coroner Assist	There were no requests for Coroner Assist Team. We do need a Western slope Coroner Office to volunteer	Will present at General Membership Meeting	Closed

Discuss	Conclusion/Recommendation	Action	Status
Certification Committee	Brenda Bock reported that there are 114 Certified Death Investigators	None	Closed
Ike Miller	Steven Lance reported that no applications have been submitted in 2011 or 2012.	Ask for Applications at General Membership Meeting	Closed
Scholarships	George Crocket reported that the committee received 16 Scholarship applications for June Conference and 6 were awarded. Received \$3,000 Scholarship donation from Donor Alliance.	None	Closed
Marketing	Mike and Sandy Graeff have purchased a digital camera, 2 MP3 players and a laptop computer w/bag; garment bags will be given to everyone, new badge/name tag holders also. George Crocket is now helping with Marketing.	None	Closed
Website	Brenda Bock stated that website is being kept up to date Let her know of any changes that need to be made.	None	Closed
Outside Committees	Steven Lance reported that no activity has occurred.	None	Closed
CCSTB	Pat Allen and Brenda Bock are new members on the committee, Tom Canfield is a current member on committee.	None	Closed

Recorded by Debbie Reisdorff, Secretary to CCA Board