



**September 26, 2012  
CCA Board Meeting Minutes  
Montrose, Colorado**

Board Members Present: Patrick Allen, MD, President; Brenda Bock, Past President/Secretary; Mike Graeff, Treasurer; Sandy Graeff, George Crocket; John Graham, Lora Thomas; Thomas Canfield, MD; Stephen Lance; Randy Gorton; Art Nordyke

Excused Absence: Darrel Brenner

Others Present: Dianne Fairman, Education Coordinator; Debbie Reisdorff, Secretary to CCA Board

Meeting called to order at 1800 by Pat Allen, CCA President

Motion by Sandy Graeff, 2<sup>nd</sup> by Randy Gorton, to adjourn at 2012

<u>Discuss</u>	<u>Conclusion/Recommendation</u>	<u>Action</u>	<u>Status</u>
Previous Meeting Minutes	Review of Minutes of June 5, 2012 CCA Board Meeting, June 6, 2012 General Membership Meeting and June 7, 2012 Special CCA Board Meeting. <b>Motion to accept by Sandy Graeff and 2<sup>nd</sup> by Randy, was adopted unanimously as follows: "The Minutes of the previous meeting are accepted."</b>	None	Closed
Treasurer's Report	CCA Board reviewed Treasurer's report. <b>Motion to accept by George Crocket, 2<sup>nd</sup> by Brenda Bock, was adopted unanimously as follows: "The Treasurer report is accepted."</b>	None	Closed
Public Comment	No public present.	None	Closed
September 27-28 Training	Dianne Fairman stated that there are 50 paid registrants. This number includes 33 Coroner/Deputy Coroner and 17 Law Enforcement. Holiday Inn Express will set up the conference room late tonight so we cannot get into the room until early am tomorrow. All conference attendees have access to the hot breakfast provided by Holiday Inn Express, there will be am and pm snacks and buffet lunch catered by Pine Cone Catering both days and a cash bar on Thursday night. June Conference will be held at Embassy Suites, Colorado Springs, June 5-7, 2013.	None	Closed

<b>Discuss</b>	<b>Conclusion/Recommendation</b>	<b>Action</b>	<b>Status</b>
CPA Update	<p>Mike and Sandy Graeff discussed the status of the Financial records. They have been working with Linda Holdredge, CPA to reinstate the CCA's tax exempt status. The paperwork has been processed and the cost to file is \$400. The CPA invoice was \$3800, which included preparing and filing the back taxes (2008, 2009, 2010, 2011). Job description for President, Secretary, Treasurer, Marketing and Certification must be included in CPA Packet. Send info to Pat Allen by 10/4/12. Other information that was needed was history of CCA since 1988, how many attendees, legislative hours, education hours. Chris Herndon was able to supply this information. A copy of the packet that is being sent to IRS will be made available for each board member. <b>Motion by George Crocket, 2<sup>nd</sup> by Tom Canfield to pay CPA and IRS bills. Motion passed.</b></p>	Update Progress	Open
CCA Contract Worker	<p>Lora Thomas, Stephen Lance and George Crocket wrote job description which was reviewed by CCA Board. Discussed hourly rate and estimated hours per year that will be required. <b>Motion by Brenda Bock and 2<sup>nd</sup> by Stephen Lance that the salary be approx 600 hours per year at \$20 per hour total est. of \$12,000/year. Motion Passed. Amended motion by Brenda Bock and 2nd by Stephen Lance to include CCA Board discretion to have a \$12,000 to \$15,000 annual salary range.</b> Interview committee will be comprised of the Executive Committee and one at Large, George Crocket with John Graham as alternate, who will give recommendations to all board members.</p>	Post Position	Open
Speaker Fees	<p>Lora Thomas submitted a Speaker Fee Policy to the CCA Board. After review and discussion, Motion by Tom Canfield, 2<sup>nd</sup> by George Crocket, change policy to "Letter of Advisory" given to all speakers along with a statement "if accepting speaker fee, must fill out a W9".</p>	Change verbiage	Open
Death Inv Guidelines	<p>Discussion that these are good guidelines and will help with investigative reports.</p>	None	Closed
New Summit County Coroner	<p>Summit County appointed a new coroner on 9/25/12, Dr. Tom Keeling.</p>	None	Closed

**Standing Committee Reports:**

<u>Discuss</u>	<u>Conclusion/Recommendation</u>	<u>Action</u>	<u>Status</u>
Education	June Conference at Embassy Suites, Colorado Springs, June 5-7, 2013. Fall training, possible Locations are Gunnison, Breckinridge, Winter Park, Glenwood Springs.	None	Closed
Ethics	No complaints	None	Closed
Legislative	Pat Allen, Lora Thomas, Brenda Bock, Zane Laubhan, Bob Bux working with lobbyist Peg Ackerman on a new Bill. Bill has been drafted, revised, reviewed and back to writers for second draft then will go to council then to County Sheriff of Colorado and Police Chiefs for review as we want active input for all agencies. This bill will put into detail what we are allowed to do, or not to do. Copy of the bill will be available for board members review in approx 2 weeks. Discussion on content of bill with regards to consequences of not following statute.	Will discuss bill at next board meeting	Open
Western Slope Coroner Assist Team	Stephen Lance volunteered as the Western Slope contact for the Coroner Assist Team. There have been no requests for the Coroner Assist Team.	Update Website	Closed
Certification	Brenda Bock stated there are currently 121 Certified Death Investigators. She has received inquiries from several agencies requesting verification of certification on several individuals.	None	Closed
Finance	Lora Thomas and Randy Gorton volunteered as the Finance Committee and will be the liaisons to CPA Holdredge and are charged with reviewing the CCA books.	None	Closed
Ike Miller and Scholarships	George Crocket received a thank you from Emil Sante an Ike Miller scholarship. Two scholarships were given for the September training. Will continue to give 6 scholarships for June Conference and 2 at trainings. George Crocket and Randy Gorton drafted a new Scholarship Request Form for review.	None	Closed
Marketing	Sandy Graeff asked for input on items to be sold	None	Closed

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Website	Brenda Bock stated that website is working well, and let her know of any changes in information.	None	Closed
Outside Committees	Stephen Lance stated no new information on Outside Committees.	None	Closed
CCSTB	Tom Canfield reported that CCSTB has no budget for funding Standards. There is no current budget source for this activity.	None	Closed
Next CCA Board Mtg	The next CCA Board meeting will be in January, via telephone conference. You can also attend the meeting in person at Larimer County Coroner Office.	Date to be determined	Closed

Recorded by Debbie Reisdorff, Secretary to CCA Board