



October 30,, 2014
CCA Board Meeting Minutes
Holiday Inn Summit County, Frisco, Colorado, 6:00 p.m.

Board Members Present: Patrick Allen, MD, President; Mike Graeff, Treasurer; Randy Gorton, Secretary; George Crocket; John Graham; Lora Thomas; Mark Ward; Thomas Canfield, MD; Art Nordyke; Regan Wood; Jen Howe, Executive Secretary.

Present via phone: Brenda Bock, Vice-President (Arrived later)

Absent: Sandy Graeff

Others Present: Joey Weiner

Meeting called to order at 1759 by Patrick Allen, MD, CCA President
Dr. Allen officially welcomed Regan Wood to the Board.

Secretary's report: Dr. Allen

The minutes from the last meeting – October 30, 2014 – were reviewed, approved and passed as written.

Conference Numbers: Jen Howe

80 Individuals attending

41 Paying individuals

20 Speakers (several “doubled up”)

1 Guest (paid for meals)

12 Board members

1 Conference Coordinator

1 Conference Assistant

4 Scholarship recipients

Treasurers report: Mike Graeff

Checking account balance: \$8,413.51

Savings account balance: \$97,666.37

Ike Miller fund: \$8,701.39

The Ike Miller had a \$1,900 credit due to “bonus points” that had accumulated on the account.

Chase Bank was charging \$37.50/month for the credit card machine. We have started using a Square reader resulting in a “big” savings on credit card processing. The Square reader is more efficient. The City of Frisco waived taxing us for the conference. In addition, mobile banking via the cell phone is much more convenient. Treasurer's Report was approved and passed as presented.

Public comment: Dr. Allen invited Joey Weiner to speak – she declined.

Old Business: Dr. Allen

No old business

New business: Board members

Voting – Dr. Allen will no longer be President after January. Brenda Bock is willing to be President; Randy Gorton is willing to be Vice-President. (Historically, the VP has been Past President, but since Dr. Allen will no longer be a coroner, it was suggested that the Board vote for this position). Motion to vote by acclamation for President and Vice President was accepted unanimously.

Brenda Bock was elected as the new President, effective January, 2015 by a vote of all “Ayes.”

Randy Gorton was elected as the new Vice-President, effective January, 2015 by a vote of all “Ayes.” **CLOSED**

Regan Wood voiced a desire to be secretary.

George Crocket voiced a desire to be secretary.

It was decided unanimously that members must be physically present in order to vote – no phone-in votes or proxies. Ballots for Secretary were counted by Jen Howe. George Crocket is Secretary, effective January, 2015. **CLOSED**

“Perks” for Board members at conferences was discussed, and tabled until June, 2015. **OPEN**

Conference Concerns:

“Perks” for speakers at conferences was discussed. Currently, speakers are allowed to attend the conference for free and have one room-night paid. In the past, speakers giving case presentations were not compensated with either free attendance or room-night. If speakers are getting hours, they should pay for the conference. What should we do for speakers giving a one-hour presentation? They have “prep-time” involved. Suggested compensating them with one free day of conference and for one room-night of conference.

What should we do for speakers that are invited to the conference? There should be a stipend and/or limit on the amount they are paid. It is not always easy to find speakers, especially for free.

Some speakers need to be paid. The President and Executive Secretary need to have flexibility and be able to pay speakers. Presentation must be more than a case presentation, and be at least one hour. All present agreed.

“In order for speakers to receive one day of meals and one night of hotel accommodations, along with one day of the conference fee waived, their presentation must be at least one hour in length, and cannot simply be a case presentation.” The above statement was accepted unanimously. **CLOSED**

How are speakers like Richard Malone paid? Richard Malone asked only that his mileage be reimbursed, and that he be allowed to attend the conference for free. He paid for his own meals outside of the conference. The speakers from California at the June 2014 conference were paid a fee along with reimbursement for airfare, rental car, hotel rooms, and outside meals, some of which were quite expensive.

“Professional Speakers” are people who make all or part of their living giving professional presentations to groups, schools or other similar-type organizations.

For this type of speaker, it was suggested that the conference fee be waived, and hotel room and mileage should be provided. A limit/stipend for meals needs to be determined and set.

“Non-CCA professional or Government agencies are dealt with on a case-by-case basis. A per diem of \$50 per day is allowed for meals. The President and Executive Secretary will negotiate and/or decide on an amount to pay the speaker, and will present the information to the Board. The Board will determine whether or not we will use that speaker based on the cost(s).” The above statement was accepted unanimously. **CLOSED**

There is an MOU agreement allowing interns to attend conferences for a lesser cost. An intern is “A person in a defined, full-time training program (recognized by the CCA).”

“Interns will pay a fee of \$120 to cover meals. If they choose to attend any other function(s) such as the banquet, they pay full price for such. They pay for their own hotel room. Fee may be increased by proclamation of the Board.” Accepted unanimously. **CLOSED**

Associate memberships for Donor Alliance, Steve Ainsworth, and Rocky Mountain Lions Eye Bank:

Do we need a corporate membership and an individual membership?

Donor Alliance and Rocky Mountain Lions Eye Bank pay booth fees, and sponsor meals at June conferences.

Donor Alliance donates gift baskets to conferences. Dr. Allen appointed Steve Ainsworth as an Associate Member several years ago.

(1915 – Brenda Bock arrived)

“Rocky Mountain Lions Eye Bank, Donor Alliance and Steve Ainsworth will not be charged any membership fees or expenses because of all they do for the CCA.” Accepted unanimously. **CLOSED**

Ebola:

The “rules” and information about this change daily.

If there is a case of Ebola in our area, we will be overrun by the government – we don’t have to worry right now. We will continue to update the website with information and links for the time being – we are being proactive. **OPEN/ONGOING**

Forensic Experts Listing

There are changes that need to be made to this list. Motion that the list be updated and have “in Colorado” added to it and posted on the website (Forensic Experts in Colorado). Brenda Bock and Jen Howe will take care of this. Accepted unanimously. **CLOSED**

Standing Committee Reports

Certification: Brenda Bock

An official policy needs to be written so that Jen Howe can assume the duties associated with this task. Jen will make the changes and additions to the application (they are currently on the FAQ sheet) and will assume responsibilities after January 1, 2015. **CLOSED**

Education: Dr. Allen

June, 2015 Conference location was decided upon: The DoubleTree Hotel in Colorado Springs. Dates are June 3, 4 and 5. **CLOSED**

Fall 2015 Conference is not a three-day conference. We will be presenting an MLDI format conference. Dates, times and topics will be decided in January. **OPEN**

Peer Review: Dr. Allen

A case was brought to Dr. Allen's attention and no action will be taken at this time. **CLOSED**

Legislative: Dr. Allen

Maternal morbidity study

A bill is in the works to make this a codified organization. **OPEN/ONGOING**

Hospice Groups

Reporting standards vary throughout the state; they want standards set. There will be a presentation at the June Conference. **OPEN/ONGOING**

Rocky Mountain Lions Eye Bank

Steve and Kathy (legislators) and DORA are watching for sunset bills – they have found only one issue: the code should state at what point coroners are responsible for identifying a decedent and when they are not. We will know more later. **OPEN/ONGOING**

We will review and will support any bills regarding CCI (Colorado Counties, Inc.) and raises that are equal for all coroners. Motion to support potential legislature for LLS NO. 14-0071.01 (Draft 9.5.13) of accepted unanimously. **OPEN**

Accreditation

Consider applying for and getting CCA registered as an accredited agency.

We can look into getting our conferences accredited, but the responsibility lies on the Executive Secretary.

OPEN

Marketing and Promotions: Mike Graeff

Mike and Sandy have talked to Southland Medical and received some PPE's. However; they are not what Mike had in mind, and are not suitable for our work. Mike will be returning what was received and ordering appropriate devices. Appropriate suit will require training and assistance for proper donning and doffing.

CLOSED

Public Relations and Website: Brenda Bock and Jen Howe

New "Update" buttons described and approved. **CLOSED**

Scholarships:

Mike Graeff reported that the Ike Miller scholarship recipient has turned in all of their receipts.

Beginning with the June 2015 conference, we will be offering 3 scholarships per conference instead of 4. Also, a scholarship recipient at this conference is leaving the sessions and/or playing games on their phone. This is not what we expect of our recipients. We will include a statement of our expectations on the application, informing recipients ahead of time that they are expected to attend all sessions and pay attention to the

speakers, otherwise their county will be charged for their attendance. Jen Howe will type up an expectation statement to include on the application and get Board approval. **CLOSED**

Outside Committees:

Zane Laubhan is still working on ESF8 and SAHAC. **OPEN**

Meeting adjourned at 2101.

Recorded by Jen Howe
CCA Executive Secretary