



# Colorado Coroners Association

## Board Meeting Agenda

April 20, 2023 ~ 1:00 p.m.

**DRAFT**

### **Call Meeting To Order - Keller 1:04 p.m.**

Matt Reid; Randy Keller; Tawnya Bailey; Elizabeth Ortiz; Jeff Graf; Brian Cotter; jen vien;  
Lance Boren; Vonnie Valdez

Guests: Emma Hall; Amber Flenniken; Raeann Brown; Lori Lawrence; Rob Glassmire;

Gabe Hollis; Steve Hanks

Absent: Emily Russell-Kinsley;

### **Lobbyist Report/Update – INVITE DANNY AND ERIN**

**Table the update since Lobbyists were not invited**

### **Secretary's Report – Cotter (Handout)**

Review Minutes from January 19, 2022

Matt Reid motion to accept minutes as written; second by Lance Boren;

Motion accepted unanimously

### **Treasurer's Report – ????? (Handout)**

Checking – 47,014

Ike Miller – 6,363.77

Savings – 116,755.18

Education – 74,916.29

Question what the \$1,739.19 is on the supply list

Motion to accept Treasurer's report as presented – Jeff Graf, second by Lance Boren.

Motion accepted unanimously.

### **Major Coroner Issues – Keller (ongoing)**

CCSTBoard meeting – Alex Kreig

CCSTBoard decided he needed to make up 34 hours

## **New Business – Keller**

No new comments on the By-laws. Keller will look at By-laws for review. We will send them out to the Board.

Tawnya Bailey – we need more time to discuss... Definite things that need to be addressed.

Randy wants Tawnya to send her questions to Randy Keller and Matt Reid

Elizabeth Ortiz has questions on who is who – members, etc..

Tawnya would like better definitions

Randy will set aside an hour to an hour and a half next week. Then a special meeting for approval will be held.

The meeting time/date will have to be published.

## **Letter from C-CORPS – Bailey**

Tawnya described letter that was sent by C-CORPS

Matt Reid says his county does not support the letter

13 Counties were involved –

Letter was written “by one person”

Matt Reid – Questions – Do we not get members to participate? We can’t get members to help and participate. Someone not from this Board has opinions that offend me.

Keller – the entire Board is working on these and have been for the last 2 ½ years. We are not working outside of the by-laws that we have now. Last update was 2012.

Glassmire – I have been off the Board for 2 years and keep asking to be involved. I have asked to attend Legislation meeting and to attend meetings. I have not had any invitations. I did not know you were working on by-laws, there is not a set of by-laws on our website. I want to be a signature on that letter.

Now that I am not on the Board, I know nothing about what is going on. I want to stay informed outside of the weekly updates you send. Where does our Board stand on these issues? Can we get an update ABOUT legislation, not an update on legislation.

Reid – I don’t know of Boards that share information about every meeting and everything they are working on.

Keller – this Board is not operating any differently than when you were on the Board. This is stuff we need to take into consideration. We need to get people involved and on this Board. We want these positions filled. Please run for the Board this June.

Glassmire – there are opportunities in the by-laws to appoint positions to the Board, yet no information has gone out informing us. We need to have a Treasurer – it is important. The question that Tawnya asked about a specific expense could have been answered if we had a Treasurer. The Board needs to engage more with their members.

Reid – Last June I called people and asked individuals to run for the Board. I called probably 20 people.

Glassmire – Maybe the Board should consider changing the way they communicate to the members.

Ortiz – Regarding the Newsletter. I apologize for not sending more out. I am still learning about it. I always ask for participation and suggestions, but get no response. Knowing that we need additional legislative information, I will look harder for more.

Glassmire – I spent a lot of hours last year being my own lobbyist because I did not have confidence in CCA letting me know what is going on. Legislation is more than half my dues. I don’t know what the Board is doing unless I clear my schedule and come to a Board meeting. I get more information from IACME than I do CCA. For comparison, I spend a lot less on the big groups than I do for CCA.

Tawnya – I think it is really difficult when we only have quarterly meetings. Waiting 3 months to approve minutes is a long time. More meetings would be shorter meetings and more information. Out of the 4 meetings you are spending 2 planning Conference and Training. If you miss one Board meeting, you miss 25% of our meeting. If we had 12 meetings per year, you would have to miss 3 to miss 25%.

Keller – make that a by-law change.

Emma Hall – By-laws First I would like to say I am passionate about CCA. As a Coroner state it is very important to me. We want it to stay a coroner system. It needs to be strong for the Coroners and strong for the members.

The by-laws – I was provided a copy of the last revised copy. June 15, 2018. These are what I worked on after I was asked by Randy Gorton to take this on. Brian Cotter and Rob Glassmire worked very hard on these and brought them to the Board several times with no response from the Board. It is disappointing for me to hear that you are working on a set from 2012. Last summer at June meeting, several deputy coroners were running for the Board, and they have been elected to the Board without approved by-laws that allow for that.

Keller – we amended the by-laws to accept 25% (4) can be deputy coroners. The approval process has taken too long, and we would like to have them accepted within the next 2 weeks.

Tawnya can the Board get a copy of the letter and we will discuss it at a future meeting.

Brandon Bishop has resigned as the Archuleta County Coroner – no updates yet

Appointment Letter for Raeann Brown (Handout)

Appointment Letter for Amber Flenniken (Handout)

Appointment letter from Christiane Baigent (Handout)

Jen needs to send out a letter asking for applications for appointments

Bailey - if we are going to have a special meeting for by-laws and appointments at the same time.

Raeann Brown – Robert’s rules can only be used for one agenda item at a time.

Send a letter of intent/appointment letter to the CCA Board. What should the date be? Letters of interest should be received by Friday, April 28. Meeting the following week

Valdez – how did these letters get into the packet. They were submitted

Contract for Vendors - Behaviour (Handout)

Do we need to change wording in the Vendor Prospectus.

Ortiz – address sexual innuendos, sexual harassment, professional behaviour, language?

For ABMDI we go into detail because everyone has a different definition of bad behaviour

Liz will send some wording to jen

Letter requesting support – CDPHE (Handout)

Jen send letters out to members for CDPHE support

### **Error and Omissions Insurance – Keller and Reid**

(Rec'd 3/17 April 15 policy in place Flood and Petersen)

Reid – Has not completed the forms as of yet. They want financials, etc...

He is hoping to get a more simplified version. The current form is not applicable to our situation.

This is for bids only, not actual insurance coverage. Check into 60-day cancellation period.

### **Event Insurance – Keller and Reid (Event Insurance)**

Current insurance is not full and complete enough.

**Appoint Treasurer** – who do we appoint until June?

Can we change the by-laws to let an investigator be the Treasurer

Keller – table until new appointments.

### **New Bylaws Review**

Meeting coming up soon

## Education – Keller and Reid

2023 location selections

- **JUNE**  
**Marriott** - \$189/night ++  
Theme??  
Are store items ordered  
Are giveaways secured  
How many notebooks to order

|   |
|---|
| Do we want entertainment for the banquet?<br>Donor Alliance will have some awards.<br>Theme?? (Ugly tie?) |
|---|

Ghost Hunter for entertainment??  
Elizabeth knows someone as well.

Cost estimate – Rooms are at \$8,122.92

We won't have F&B costs until final counts are in  
We have RMLEB Sponsorship \$4,500  
We have DA Sponsorship \$5,000  
We have Crime Scene Cleaners Sponsorship \$4,000  
We have Valor Sponsorship \$4,000

A/V at June Conference will cost us \$2,518.38. \$640 is for the hardwired internet connection. The balance is for a power strip at each vendor table.

## **OCTOBER**

**DoubleTree Greeley** - \$139/night ++

2024 location selections

- **JUNE**  
**Sheraton** - \$159/night++
- **OCTOBER**  
**Chamonix Casino Hotel Cripple Creek** - \$86/night++

## Scholarships – Ortiz

New Form (**Handout**)

## Sponsorships – Vien

Lanyards – Cohero  
Thursday Lunch – Crime Scene Cleaners  
Friday Morning Breakfast – Valor Technical Cleaning  
RMLEB – Welcome Reception  
DA – Banquet Dinner  
Bio One – One side of presentation screen

## DUES – Vien

All paid except for: Crowley. Reminders have been sent.

## CCSTB – Keller

Lake County Proposal to CCSTB

## Peer Review – Cotter

Still all quiet

## Marketing & Promotions – Reid

**Public Relations – Keller**

**Website – Vien**

A Draft Copy of the meeting minutes shall be posted on the website immediately after the meeting

**Next Board Meeting – Keller**

**May 17 at 12:00 NOON – Zoom**

**Tuesday, June 6, 2023 at 1:00 p.m. This meeting will be in person at the Marriott Hotel  
(Lunch provided)**

**Wednesday July 19 2:00 p.m.**

**Adjourn:**

**2:39 p.m.**