



Colorado Coroners Association

Board Meeting Minutes

October 3, 2023 ~ 1:00 p.m.

Call Meeting To Order - Boren 1:07p.m.

Lance Boren, Raeann Brown, Rick Fellabaum, Brian Cotter, Glenn Boyd, Tawnya Bailey, Amber Flenniken, Vonnie Valdez, Matt Reid, Emily Russell-Kinsley, MD; Emma Hall, jen vien

Guest: John Papen

Matt Reid notified the Board that he is resigning after this conference.

The trailer license plates are expired. Jen, Raeann and Matt will work on getting them up to date.

Trailer can go with Montrose County Coroner

Legislative Update – Boren

Brian Cotter will attend a teams meeting with Lobbyists today regarding PERA Bill

Brian Cotter, Emma Hall and Raeann Brown will be on a Teams meeting with the Lobbyists on Wednesday regarding the Minor Autopsy Bill

Secretary's Report – Cotter (Handout)

Review and approve minutes from June 6 Board Meeting

Cotter motions for minutes to be accepted. Second by Fellabaum.

Hall and Boyd will abstain since they were not present at the June 6 meeting.

Motion carried unanimously.

Treasurer's Report – Brown (Handout)

Handed out a packet with all of the information up to date, including the June Conference.

As for an itemized accounting, there really isn't one. Brown did not have access to the banking information until August 7, 2023

Accountant – wants to raise fees from \$300 to \$500.

Accountant suggested using billable hours instead of a flat rate fee.

\$90 per hour. Jen will put bills on autopay. Raeann will do the same.

Raeann wants to use the accountant as she does not want to be liable for the books without an audit committee

Keeping the books on QuickBooks would take too much time. Is there anyone who would like to take this over for line items. No response.

Jen and Raeann will develop a system to store information amongst more than one person.

Brown – motion to keep the accountant. Second by Fellabaum.

Discussion

Once she gets all of the debits into the correct accounts, the numbers will change and be more clear.

Tawnya appreciates having multiple people taking care of each duty, so more than one person has access and the Board has a better idea of who does what.

Raeann feels that the list of assets the accountant had is short a lot of our assets. We need to log our assets and get them insured.

We need to get the Board Member error and omission insurance updated.

Raeann and jen are trying to work on getting our event insurance up to date for the October training.

Jen and Raeann will get all of the insurance policies up to date.

Bailey – who is listed for filing on our State documents. Raeann and jen will get that figured out.

Maybe in the future can we get some better income and expenses detailed out?

Boyd – how about putting items on the website so people can preorder. We looked into that and it was very expensive to do.

Under assets – Education account is the active account.

Motion carried unanimously

Checking – \$27,468.79

Ike Miller – \$6,333.77

Savings – \$116,762.91

Education – \$78,472.02

Brown – motion to approve the Treasurers report. Hall second.

Motion carried unanimously.

Fellabaum – motion to purchase a new printer and an iPad

Brown – instead of using money to pay for computers and Quick Books, use that money for a new iPad and printer

Flenniken second.

Motion carried unanimously

New Business – Boren

Suggestion was made by Custer County Coroner Baltzly to start and maintain a list of items that Coroner's offices may have for sale or donation, so other offices may bid on or buy

Bailey – If we do this, it needs to not be maintained by CCA

Hall – the kind of “stuff” we are talking about could be County property

Bailey – lots of red tape.

It's a good idea. Can we create a space on the website?

Brown – website: There is a company from our June Conference that will run our payments for us, AND will provide and maintain a website. Please think about this for our store and website

The list – with our current website, we are not set up to do that.

Boyd motion to table this until we figure out our website. Flenniken second.

Motion carried unanimously.

Reid – New Board Members should have to read and acknowledge the By Laws.

Brown – We could have acknowledgements done with DocuSign

Committees - Boren (Handout)

Board Members need to be assigned to committees
Open Committees up to membership?
Chairperson responsibilities?

Ike Miller & Scholarship: Vonnie and *Lance. Add Emily and Emma
Legislative: *Randy Brian Emily Emma Raeann
Marketing and Promotions: Randy, Tawnya, Glenn, *Amber
Certification: *Raeann, jen
Peer Review: *Brian, Randy, Emily, Vonnie, Lance
Education: Randy, Vonnie, Tawnya, *Amber, *Glenn
Public Relations: *Randy
Coroner Assist Team: Randy, Brian, *Rick, Glenn
Website: *Tawnya, Glenn, jen
Vendor Committee: *Glenn, Rick, jen
Banquet Committee: *Lance, Vonnie, Tawnya, Amber
By Laws Committee: *Emma, Raeann, Lance
Elections Ad Hoc Committee: *Emma, Raeann, Emily

Hall - we need to open these committees up to our members
Hall - motion to open committees up to general membership
Second by Brown. Motion carried unanimously

Job Descriptions - Brown

Board Members
Raeann asked if the Board members know what their responsibilities are?
Chairperson of committee should be more responsible for the function of the committee and communication to the Board
Hall - Chairperson could draft roles and responsibilities of the group members
Ad Hoc committee for job descriptions

Bailey - We need to have more than 4 meetings per year. We need to all know how each committee is doing and functioning, we cannot offer help or support.
Boyd - if we have more meetings they won't last very long. Having more meetings means overall you miss less time. If you miss 1 of 4 meetings that is 25%. You would have to miss 3 meetings to miss that much if we have 12.

Bailey - Motion to hold monthly scheduled Board meetings on third Tuesday of every month at 1:00 p.m. beginning in October 2023.
Flenniken second.
Boren - third Thursday of the month? We need to have a regular schedule. Please include specifics in the motion.
Motion carries unanimously

Third Tuesday at 1:00 p.m. every month

We need to have expectations written in the job descriptions and by laws.
Attendance at meetings, set up and tear down at Conference, attendance at Conference

Jen Vien - Spoke to Board about her duties and assignments. Asked for a raise from the CCA.
Glenn Boyd motions to give increase jen vien's salary by 50% to \$2,400 per month
Second by Amber Flenniken. Motion carried unanimously.

New Election Rules - Hall (covered in Committees discussion)

Education - Boren

Jen has sent letters to RMLEB and DA notifying them of the increase in the sponsorship

Raise Booth Space Fees 20% for 2024

Increase Sponsorship Levels

Randy -

Raise vendors/sponsors and registration fees.

Members should have a lower registration cost than non-members.

We need to look at raising virtual fees.

Motion to raise sponsorship amounts was approved by the Board. (**Handout**)

The Education Committee needs to make recommendations to the Board

Many counties have already built and have received approval for 2024 budgets. Let's give notice that we will raise registration fees for 2026.

Bailey - Things can happen at any minute. What happens if John Papen can't be here to run the show.

Reid - Asked John last night if he had a backup plan. He does not. We need someone to shadow him and to be able to fill in for him in an emergency.

Hall - there are lots of means for virtual training out there. We need to focus on Deputy Training in the fall and Coroner training in June. Can we make October all virtual? Think about big and long-term plans.

Russell-Kinsley - She hears a lot that people need basic training. We need to make October more basic.

Bailey - Let's redefine what our events. June and October are. We need to define what we want our conferences to be and what our long term plans and goals are with them. There is not much of a difference between what is offered in June and October.

Bailey - Virtual offering makes case presentations difficult. We cannot control where the photos end up. We would have to black out a lot of pictures. We need to figure out what to do when John Papen can no longer run our AV.

There is no reason to raise our virtual fees.

Glenn Boyd motion to increase fees:

\$600 for a regular Booth

\$800 for late fee

\$500 for additional badge

Bronze \$2500

Silver \$3500

Gold \$4500

Second by Amber Flenniken

Motion carried unanimously

Agenda - Vien

June 2024 agenda needs to be completed and submitted for ABMDI approval by April 4

October 2024 agenda needs to be completed and submitted for ABMDI approval by August 4

For June 2025:

Omni Interlocken - waiting on pricing (9/25) \$25 resort fee

Westin Westminster - \$229/++ (free parking)

~~Great Wolf Lodge - \$249/++~~

Sheraton Denver West/Lakewood - \$\$165/++

Grand Hyatt Vail - Offering room rates at \$175/++. We have to pay resort fee of \$4,500 (half price)

DoubleTree Colorado Springs - not interested in hosting us

Crown Plaza - DIA - still waiting for pricing

Gaylord Rockies cannot accommodate us. Will not consider looking at 2026 yet

Bailey - motion for June 2025 Conference to be at the Sheraton Denver West Hotel

Second by Glenn Boyd

Motion carried unanimously

WE NEED TO MAKE A DECISION

Virtual Attendance - vien

All virtual registrants have responded they understand and accept the camera on policy

Sponsorships – Vendor Committee

Vendor Committee needs to revamp sponsorships

Marketing & Promotions – Bailey

The Store: Tawnya believes it could be a money maker. She needs to know what we have and what we need. She was never given a budget. She did not receive direction from the Board.

Rick Fellabaum likes the CD with Colorado Revised Statutes pertaining to Coroners

Would like to get more portfolio's

Brown – We need to keep inventory list so we can establish what sells, what doesn't. Will help us establish a budget.

Website – Brown (Wix) (Discussed previously in Treasurer's Report and discussion)

Open Discussion - Hall

Communication is key here.

Sending emails and not getting a response.

Quit sending BCC emails.

Basecamp software – a chat room that has areas for different teams and documents – Emma will get price information for subscription.

What are we going to start doing to engage our coroners.

Strategic planning, we need to hear our members voice

Brian Cotter – PERA legislation. Boulder County is the only county that is affected right now.

There is no downside to allowing our Lobbyists to continue to work on this.

Brian will get together with jen and we will send a letter out to our members

Dr. Russell-Kinsley has been told by the Lobbyists that they work solely at the direction of the President.

Emma Hall has been told the same thing.

Matt Reid – One singular person should never be acting on behalf of the Board or our membership

The membership should never be left out of any emails.

Glenn Boyd – Motion All communication to and from the Lobbyists has to include everyone on the Legislative Committee. The Lobbyists work at the direction of the Legislative Committee and not one person.

Raeann second.

Motion carried unanimously.

Next Board Meeting – Boren

*****Tuesday, October 17 at 1:00 p.m.**

Every third Tuesday of the month afterwards

~~January 18, 2024 11:00 a.m.~~

ZOOM

Please make sure you stay after the event on Friday, October 6 for tear-down

Adjourn: 5:19 p.m.