

Plant Manager's Meeting Minutes  
September 21, 2005

Welcome and introductions by Pete Hall

Surveys:

(Colorado School District Facility Study, fiscal year 2004) were distributed to the member's list. Several have been completed and returned but the organization felt we should extend the time to allow more members to complete the survey. Discussion was held about how this will be amalgamated data, caution should be used to ensure our goal is to do benchmarking.

Outreach: This is a job function of the Directors on the Board to include invitations, meetings, phone calls etc.

Photographs:

CSPMA encourages districts to send photo's to Pete Hall for insertion on the web site. Each site hosting the CSPMA meeting will be displayed on the web page to help promote their district. You may include your mission statement as a part of the display.

Tax Exempt status:

The process to incorporate CSPMA has been completed. Wayne Blazek presented the pros and cons of tax exempt status. We would need to pay approximately \$150-\$200 to register for tax exempt status. The organization could not go over \$7,500 in the first year or over \$7,500 the second year or not to exceed \$15,000 in a three year period on the revenue side. Discussion followed with regard to an actual treasurer with accounting responsibilities. Currently there is no bank account established. This led into further discussion about a revenue stream to support expenses incurred by the organization. The focus needs to remain that we are an entity outside of the school district. The need for an organizational chart was also discussed.

Web-site review:

Pete asked members to review the By Laws and Mission statement. Bring your review comments to the next meeting on October 21.

The organization encourages all districts to share job postings on the employment page. It's important to get directors position notices out for all to see. We also encourage maintenance, grounds, and other facility positions be posted.

Currently, Poudre School district has funded the web site for CSPMA for the last two years. Thanks to Poudre School District for supporting and promoting CSPMA. We as an organization need to develop resources to support the mission of CSPMA. Fees based on student enrollment was discussed as an option to help offset some of the costs. How do we create financial support for the web page? The executive board is to bring back ideas for a funding stream at a future meeting. We encourage a state wide effort to continue best management practices in the industry.

Elections:

President: Wayne Blazek will move into President Position in January

Vice President: Bob Smith was suggested but not available at this meeting.  
Dane Jablonski suggested he may run if another candidate could not be found.

Directors: Mike Maloney  
Jeff Arnold  
Diane Scott ( Possible 4<sup>th</sup> region)

Secretary/Treasurer: Marian Nall

Spring Casbo Conference: Pete is in need of additional topics for the spring conference.

- a. Risk Management
  1. Required Safety Programs,
  2. Aerial lifts
  3. Pre Trip (CDL, DOT requirements)
- b. Grant Writing
- c. Building Security issues.
- d. Less Staffing/More Mandates/ How do you respond?
- e. Security Access/ Accountability
- f. UNCC – regulations/requirements
- g. Hazardous Materials – rules and regulation changes
- h. MS4 – Storm Water Discharge Program