

Deliverable	Due Date	Person in Charge	Status (1=not done; 2=in progress; 3=done)
Send a letter to Roger Shafer thanking him for registering customers.	3/12/2009	Brian Scheffe	1
Complete schedule and 1st 2009 e-newsletter.	3/26/2009	Becky Roland	2
Consider options for videotape/Skype for 2010 conference.	3/26/2009	Katie Kangas, Robert Wright and Becky Roland	2
Look into investment options between CD and interest-bearing accounts.	3/26/2009	Dean Goebel	
Look into potential grants CPOW can apply for (equipment, lobbying funds, etc.) Check grants.gov for funding.	3/26/2009	Katie Kangas and Robert Wright	
Call Don O'Dell regarding his CPOW membership.	4/3/2009	Becky Roland	
Ask Craig Sanders to write a short article on the above project for the newsletter.	4/3/2009	Roy Laws	
Send EPA maintenance document to Becky Roland for website	4/3/2009	Kim Seipp	2
Develop list of overall changes and needs in addition to the requested changes to the Statute for review by Warren Brown and Roy Laws for finalization before 4/15 meeting with CDPHE	4/3/2009	Brian Scheffe and Lane Drager	
Email the Model Code Committee and note the scheduled meeting April 22.	4/3/2009	Becky Roland	
Email the Committee Chairs asking for an update on activities and to remind	4/3/2009	Becky Roland	
Newsletter material deadline to Executive Coordinator Roland.	4/7/2009	All	
Provide the Board with the a synopsis of the Site Application Regulation changes	4/10/2009	Ed Church and Warren Brown	
Send the list of counties to Director Seipp.	4/15/2009	Brian Scheffe	
Newsletter sent to members.	4/15/2009	Becky Roland	
Contact PPA Event Center and contract for January 21-22, 2010 and also det	4/15/2009	Becky Roland	
Send write-up about DVD project to Becky Roland for website	4/15/2009	Lane Drager	
Add corporate sponsors and exhibitors to website.	4/15/2009	Becky Roland	
Title the Septic Locator to note it is a way to locate members on website	4/15/2009	Becky Roland	
Add NOWRA log to website and highlight our relationship with them	4/15/2009	Becky Roland	
Develop a bullet list summarizing major points from each Board Meeting in the	4/15/2009	Becky Roland	
Email the Board for approval of the Minutes from the last meeting.	4/15/2009	Becky Roland	
Send NOWRA conference summary and information to Becky Roland for website.	4/21/2009	Brian Scheffe	
Review the Risk Matrix (each Committee shall have 4 peer reviews for comment) and add frequency to the risk evaluation.	4/30/2009	Warren Brown, Brian Scheffe, Ed Church and Dean Goebel	
Reconcile the NOWRA database (shows 65 members) with CPOW records (sl	4/30/2009	Becky Roland	

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Talk to Membership Chair Berquist and determine costs and interested sponsors	4/30/2009	Bob Wright	
Draft press release framework for Board review	4/30/2009	Becky Roland	
Schedule a meeting with Andi Leopoldus	4/30/2009	Becky Roland	
The Legislative Committee is asked to review the Legislator list and identify potential sponsors	5/15/2009	Lane Drager and Craig Sanders	
Contact each county to get their list of OWS professionals including all sectors. The installer lists will contain one-time installers/home owners, so these lists will need to be reviewed.	5/31/2009	Kim Seipp	
Identify Colorado publications to send press releases to.	5/31/2009	Becky Roland and Kim Seipp	
Develop a plan for adding Skype to the Annual Conference	7/1/2009	Bob Wright and Katie Carney	