

MINNESOTA
ENVIRONMENTAL
HEALTH
ASSOCIATION



ANNUAL REPORTS
2012 – 2013

Order of Business of the Annual Meeting

- a. Meeting Called to Order
- b. Roll Call of Officers and Directors
- c. Secretary's Report
 1. Approval of last Annual Meeting Minutes
- d. Treasurer's Report
 1. Approval of Annual Treasurer's Report
- e. Reports of Committees
- f. Report on Strategic Direction
- g. Unfinished Business
- h. Outgoing President's Address
- i. Presentation of Gavel to Incoming President
- j. Incoming President's Address
- k. Presentation of Past President Award and Gold Bar to Outgoing President
- l. Report of Election
- m. New Business
- n. Adjournment

The mission of the Minnesota Environmental Health Association is to provide professional development to its members, and education and information to the community, which will maintain and enhance public health and the environment in Minnesota.

MEHA Annual Membership Meeting Minutes
May 11, 2012

The meeting was called to order by President Carper at 8:33 am.

The roll call of officers was conducted. The following officers were present: Rob Carper, Dan Disrud, Angie Cyr, John Tracy and Kyle Johnsen. President Carper appointed Manny Camilon to serve on the Board for this meeting.

Treasurers Report

MEHA's financial position is stable and statistically unchanged for the fiscal year of 2011/2012. The CD will be renewed for another five years in May. M/S/P Camilon/Casale to approve the Treasurers report.

Committee Reports

Conference – Jessica Jutz indicated that three conferences were held this year.

Finance – Lisa Schreifels indicated that the accounts are being reviewed every two months. The only issues this past year has been trying to resolve the Reg Online errors.

Registration – Chris Forslund/Frank Sedzielarz – Frank was recognized for the RS exam preparation training. They are looking at expanding the training to include some field time. Classes will begin again in early June. So far there are two people signed up but the committee would like to have more people signed up. The committee will be monitoring the RS rule revision.

Scholarship – Jill DeBrito/Nicole Koktavy – There was a net of \$1,095 from the raffle and \$236 from the golf tournament. One scholarship was awarded this past year.

History – Manny Camilon thanked the volunteers for their ideas and assistance with the three 50th anniversary events. The time capsule has been sealed and will be passed on to the next chair to retain. It is scheduled to be opened in 2061. The committee is continuing to catalogue documents and keeping the membership updated on historical events. He requested that you send pictures of any Environmental Public Health Week celebrations to him.

Membership – Karen Casale indicated that there are currently 332 members which is a slight decline. Please encourage your co-workers to join.

Marketing – Kyle Johnsen indicated that the committee is developing a plan with the Outreach committee. They are looking at ways to make MEHA more visible. They are exploring conducting focus groups and changing the logo.

The remaining reports will be online.

Strategic Plan

The plan is for 2010 -2012. Dan Disrud indicated that it can be found in the library on MEHA's website. There are five goals with objectives, tasking and action steps. The plan is due to be revised and will be transitioned to a strategic direction that is more flexible and will be revised annually.

Unfinished Business

President Carper presented the NEHA merit award to Angie (Wheeler) Cyr.

Outgoing Presidents Address

President Carper thanked the Board and Committee Chairs for working in moving his plans forward during his term. There have been struggles with Reg Online, but we are committed to moving forward. We now have a marketing plan with some steps to be taken. He asked the membership to help the association. We are all busy. Even if you can't do a lot, you can do a little bit. We need everyone to participate in making our profession noticeable and important. He thanked the membership for letting him be the President. His job has been to listen to what the Board has requested of him.

Presentation of Gavel to Incoming President

President Carper presented the gavel to incoming President, Dan Disrud.

Incoming Presidents Address

President Disrud thanked Oren Larsen for putting him on the ballot and the membership for voting for him. The handing of the gavel means that there are outgoing Board members. He thanked those who have served our association. There will be incoming Board members and changes of responsibilities. The Vice President is just coming in and they are in charge of the inventory and policy and procedure revisions. The President-Elect will be in charge of the Strategic Plan. The First Past-President is in charge of the nominations. The Second Past-President is in charge of the awards and a possible new lifetime service award. The committees are where most of the work happens. President Disrud asked the membership to please become involved on the committees. He thanked his employer for allowing him the time for the five year commitment to serve the association. MEHA is a partnership with industry and is not just a food thing.

President Disrud presented outgoing President Carper with the gold bar and the President's award plaque.

Report of Election

The candidates for election were thanked. The new officers are:

Vice President – Erin Gudknecht
Secretary – Jeff Luedeman
Director – Susie West
Member at Large – Nicole Koptavy

New Business

President Disrud reviewed the proposed By-laws changes. M/S/P Casale/Weinand to accept the changes to the objectives as read.

M/S/P Weinand/Camilon to adjourn the meeting at 9:13 am.

2013 Proposed By-Laws Changes

Note: These will be voted on by the general membership at the annual meeting which is scheduled for Friday, May 10, 2013.

Article III

- Section 1. Additional membership class added:

h. Life membership

This changes the number of membership classes from seven (7) to eight (8).

- Language addition, Section 9 proposed:

Section 9. Life membership may be conferred on any previously Active member upon a unanimous vote by the Board.

ARTICLE IX

Current:

Every Active, Retired and Student member who is in good standing shall be entitled to vote.

Proposed:

Every member, except Junior members, who is in good standing shall be entitled to vote.

MEHA Inventory	05/21/2012			
Item	Description/Comments	Holder	Contact Info	Last confirmed
40th Anniversary Banner		Sharon Smith	sharon.l.smith@state.mn.us	05/06/2013
50th Anniversary Banner		Manny Camilon	MCAMILON@stlouispark.org	04/02/2012
Articles of Incorporation		Jeff Luedeman	jluedeman@ci.bloomington.mn.us	05/03/2013
Bumper Stickers		Kim Carlton	kim.carlton@state.mn.us	05/06/2013
Camera	Canon	Lori Green	lori.green@co.ramsey.mn.us	
Display Panels	Table top	Joe Hibberd	joe.hibberd@CO.RAMSEY.MN.US	04/02/2012
EH in MN brochures		Kim Carlton	kim.carlton@state.mn.us	05/06/2013
Golf prize inventory	6 sleeves of golf balls (18 balls total), golf bag tee holder	Jill DeBrito	jill.debrito@state.mn.us	04/02/2012
History committee portable file box		Manny Camilon	MCAMILON@stlouispark.org	04/02/2012
Laptop Computer	Dell Inspiron B130	Joe Hibberd	joe.hibberd@CO.RAMSEY.MN.US	04/02/2012
Logo trademark Registration		Jeff Luedeman	jluedeman@ci.bloomington.mn.us	05/03/2013
MEHA Banner		Sharon Smith	sharon.l.smith@state.mn.us	04/02/2012
MEHA pins		Laura Schmidt	Laura.Schmidt@co.anoka.mn.us	10/04/2011
MEHA wear	XL golf pull-overs	Nicole Koktavay	nicole.koktavay@state.mn.us	05/21/2012
Past pres. bars		Kim Carlton	kim.carlton@state.mn.us	04/02/2012
President's Gavel		Dan Disrud	dan.disrud@state.mn.us	05/06/2013
Printer	HP 6130			
Proclamation frame		Dan Disrud	dan.disrud@state.mn.us	05/21/2012
REHS Study Guide		Frank Sedzielarz	sedz0002@umn.edu	10/11/2011
Scrolling Banner		Dan Disrud	dan.disrud@state.mn.us	04/16/2013
Table cloths	April School of Public Health event	Chris Forslund	christopher.forslund@ci.stcloud.mn.us	10/10/2011
Time Capsule	50th Anniversary	Manny Camilon	MCAMILON@stlouispark.org	04/02/2012
TV/VHS combo	Sylvania 13-inch 6513vd	Joe Hibberd	joe.hibberd@CO.RAMSEY.MN.US	04/02/2012
Wire Display rack	For MEHA wear	Frank Sedzielarz	sedz0002@umn.edu	03/24/2011
USB Flash Drive – Board files	Secretary records	Jeff Luedeman	jluedeman@ci.bloomington.mn.us	05/03/2013
USB Flash Drive – Financial files	Treasurer records	John Tracy	John.Tracy@co.stearns.mn.us	04/10/2012

MEHA Treasurer's Report For 2012-2013

May 2, 2013

Checking account continues to hover around \$20,000.00 (Currently \$25, 147.00). Savings continues to grow and is currently at \$44878.74. Policies and Procedures have been changed to try to draw down these accounts and benefit our members. The new PayPal accounting system is functioning adequately.



MEHA
BALANCE SHEET AND INCOME STATEMENT
PERIOD 2/1/2013 to 3/31/2013

SUMMARY	THIS PERIOD 2/1/2013 TO		3/31/2013		FISCAL YTD 6/1/2012 TO		3/31/2013		NET CHANGE	NET CHANGE
	BEGINNING BALANCE	ENDING BALANCE	NET CHANGE	BALANCE	BEGINNING BALANCE	ENDING BALANCE	BEGINNING BALANCE	ENDING BALANCE		
INVESTMENTS	\$44,614.85	\$44,717.59	\$102.74	\$45,781.04		\$44,717.59		\$96.55		\$96.55
CHECKING	\$20,093.20	\$20,286.95	\$203.75	\$21,626.17		\$20,286.95		\$20,286.95		(\$1,339.22)
TOTAL	\$64,698.05	\$65,004.54	\$306.49	\$65,407.21		\$65,004.54		\$65,004.54		(\$402.67)

INVESTMENTS PURCHASED	TERM months	MATURITY DATE	BEG BALANCE	INT %	INTEREST	BALANCE
Caldwell CD1	59	4/22/2015	\$5,000.00	3 monthly (to checking)		\$5,000.00
CD2	37	4/22/2017	\$5,412.38	1.8 annual		\$5,412.38
CD3	59	3/22/2014	\$17,221.68	3.74 monthly		\$17,224.42
CD4	59	6/5/2016	\$8,161.00	2.5 annually		\$8,965.36
CD5	42	4/5/2013	\$8,405.11	2.5 annually		\$8,615.43
TOTAL						\$44,717.59

TOTAL ASSETS= \$66,004.54

*Reviewed by Finance Committee
4/4/13 Amy Schuyler*

Committee Reports

Awards Committee



Minnesota Environmental Health Association

The Awards Committee received:

- 1 nomination for the Frank A. Staffenson Environmental Health Professional of the Year Award
- 4 nominations for Merit awards
- 1 nomination for the Emerging Professional of the Year Award

The Awards Committee met on March 20, 2013 to review all nominations for the MEHA awards. The committee unanimously selected one (1) recipient for the Staffenson Award, four (4) recipients for Merit awards and one (1) recipient for the Emerging Professional award.

Awards will be presented at the Awards Banquet at the Annual Spring Conference on May 9, 2013. As is customary, the names of the awards recipients are not announced until the Awards Banquet.

The name of the Frank A. Staffenson Award recipient has been submitted to NEHA to receive a National Certificate of Merit.

Respectfully submitted,
Angie Cyr
Awards Committee Chair

Awards Subcommittee – State Science & Engineering Fair

On April 8, 2013 MEHA presented the fourth annual “Excellence in Environmental Health Science” awards to high school and middle school students at the 76th Annual Minnesota State Science and Engineering Fair at the Doubletree Hotel in Bloomington. Awards were judged by six (6) MEHA members for the best project for environmental factors impacting public health. The full list of awards is here: <http://mnmas.org/science-engineering-fair/awards>

The award recipients in the high school division were:

- First Place: \$200 to Timothy Renier, Duluth East High School, *The Effects of a Multi-Facto Hand Hygiene Intervention with Motivational Interviewing on Hand Washing Effectiveness, Behavior, Attitudes, and Absences of High School Students*
- Second Place: \$100 to Maria Lorensen, Perham Senior High School, *E. coli Happens: Surfaces, Cleansers, and Bacterial Connections*
- Third Place: \$50 to Lexi Madlom, Park Christian School, *Is Earth’s Best Friend Slimy and Green? Algae Based Carbon Dioxide Sequestration From Simulated Flue Emissions and Nutrient Extraction From Eutrophic River Water*
- Honorable Mention: Certificate to Katie Morris, New Prague High School, *The Effect of Heat Shock Protein 33 on the Development of Sodium Hypochlorite Resistance in Escherichia Coli*

The award recipients in the middle school division were:

- First Place: \$100 to Connor Watson, Cooper Klotzbach & Ater Koth, Lincoln K-8 Choice, Rochester, *The Consequences of Secondhand Smoke*
- Second Place: \$50 to Charis Edwards, Ordean Middle School, Duluth, *When Cleaning Gets Dirty: A Scientific Paper*
- Honorable Mention: Certificate to Anjali Goradia, Friedell Middle School, Rochester, *Is the 5 Second Rule a Myth?*

Subcommittee Members:

- Kim Carlton, MPH, REHS, Minnesota Department of Health
- Mike Greene, RS, City of Minnetonka
- Sarah Leach, REHS, Minnesota Department of Health
- Stephanie Meyer, MPH, Minnesota Department of Health
- Katherine Waters DVM, MPH, Dipl. ACVPM, University of Minnesota
- Molly Wellens, RS, City of Maplewood

Conference Planning Committee

To: MEHA Board of Directors

From: Jessica Jutz, co-chair
Laura Schmidt, co-chair
Sharon Smith, co-chair

Date: April 8, 2013

Re: 2012-2013 Annual Report – Conference Planning Committee

The 2012 Spring Conference was held May 10- May 11, at Ruttger's Bay Lake Lodge in Deerwood. There were 97 attendees. The net profit was \$1810.45.

The 2012 Fall Conference was held October 11th, at Chase on the Lake in Walker. There were 57 attendees. There was a net loss of \$455.82.

The University of Minnesota Conference Center on the St. Paul campus was the site of the 2013 Winter Conference. The event was held on January 31st and there were 139 attendees. The expenses without online fees were \$5553.01 while the registration fees collected equaled \$6515.

The 2013 Spring Conference is scheduled for May 9-10th and will again be at Ruttger's Bay Lake Lodge in Deerwood, MN.

Legislative Committee

May, 2013

The Legislative Committee did not have any recommendations for positions to develop this year. It is suggested that in the future position papers be developed for bills as well as to contest proposed legislation. This would give MEHA and the profession recognition for the work done by Environmental Health Professionals.

Bette Packer REHS
Committee Chairperson

History Committee

No annual report issued. See addendum as applicable.

Newsletter Committee

The MEHA newsletter was sent to the MEHA listserv on a quarterly basis in the 2012-13 calendar year. The newsletters were posted on the following dates:

Summer- 08/13/2012

Fall – 11/20/2012

Winter- 02/12/2013

Spring- 03/15/13

Lori A. Green, R.S.
Committee Chair

Outreach Committee

No annual report issued. See addendum as applicable.

Publicity and Marketing Committee

No annual report issued. See addendum as applicable.

Nominations Committee

MEMORANDUM

TO: Members of the Minnesota Environmental Health Association

DATE: May 1, 2013

SUBJECT: Report of 2013 Election

Ballots were mailed to all members in good standing as of February 28, 2013 in accordance with the MEHA Policy and Procedures Manual, section 11.01.

Ballots received on or before April 5, 2013 were opened and counted on April 9, 2013 by an ad hoc election committee consisting of Secretary Jeff Luedeman, Angie Cyr, Lori Green, and Dan Disrud. 107 votes were cast and 107 were counted.

The following MEHA members were elected as indicated:

Vice President:	Jim Topie
Secretary:	Jeff Luedeman
Director:	Sharon Smith
Member-at-Large:	Kristofer Keller

Respectfully submitted,

Rob Carper, MEHA 1st Past President
Nominations Committee Chair

Technology Committee

The Technology Committee is charged with coordinating the technology needs of the Association, including hardware, software, and electronic information flow. The Committee maintains the MEHA website (www.MEHAonline.org), Wild Apricot service (<http://meha.wildapricot.org>), the listserv for the Board of Directors, and the Facebook page (<https://www.facebook.com/pages/Minnesota-Environmental-Health-Association/160272054003203>).

The website is updated frequently. Information that can be found there includes:

- News and announcements,
- Information about MEHA and Environmental Health in general,
- Membership materials,
- Board of Directors and Committee Chair contact information,
- Upcoming events, and
- Job Postings

Wild Apricot is the “new” online system that MEHA is using for membership renewals and conference registrations. Members must register online via this service. They have the option of paying for online, but they may also still send a check if so desired (the fee will show as “pending” until it has been received). Email announcements to the membership are made via this service as well. We discontinued the use of the MEHA listserv, because the email contact feature in Wild Apricot was included in the monthly fee that was already being paid.

The Committee supported continuation of the Board listserv, in order to facilitate communication between Board members.

The Facebook page is intended to share information, photos, links and videos among our members and others with an interest in Environmental Health.
<https://www.facebook.com/pages/Minnesota-Environmental-Health-Association/160272054003203>.

Respectfully Submitted,

Kim Carlton and Matt Theis, Co-Chairs

Membership Committee



Minnesota Environmental Health Association

Memorandum

May 2, 2013

To: The Board of Directors and M.E.H.A. Membership

From: Karen Casale and Dan Disrud, Co-Chairs

Subject: 2012/2013 Annual Membership Committee Report

The Membership Committee consisted of Dan Disrud, John Tracy, Nicole Kuktavy, Caleb Johnson, and Karen Casale.

Renewals were on line except during the summer when we switched on line vendors. Membership is on slight increase.

The Committee recruiting activities during the year included personal contact with prospective new members. The recruiting efforts this year resulted in fifty-nine (59) new members being accepted into the Association during the period May 1, 2012 through May 2, 2013. Seventy (70) members, however, have lapsed memberships. Our current membership is three hundred forty-four (344); two hundred sixty-nine (269) active members, two (2) honorary members, four (4) sustaining members; twenty-three (23) retired members, and forty-eight (48) student members.

We wish to express our personal thanks to all who assisted in the membership recruiting efforts and to the Committee members

Scholarship Committee

April 9, 2013

2013 Scholarship:

The Scholarship Committee awarded the 2013 Mary Lauren Olson Scholarship to Jason Kunz. Jason is currently in the Master of Science program in Environmental Health Sciences, at the University of Minnesota, focusing on Industrial Hygiene. He was a 5 time member of the Dean's list at Bemidji State University, where he received a BS degree in Biology, and a minor in Chemistry. Jason is currently working at 3M in the corporate industrial hygiene group with their hearing conservation program. His career goals include prevention and reduction of noise induced hearing loss in the manufacturing environment. This year the award was \$2000. Jason was introduced by Nicole Kuktavy at the 2013 MEHA Winter Conference.

Fund Balance:

As of September 2012, prior to disbursement of the scholarship award, the Mary Lauren Olson Memorial Scholarship had a spendable account balance at the Minnesota Medical Foundation of \$2,690.07. The total balance/endowed value as of September 2012 is \$ 40,222.45.

Fundraising Activities:

Golf Tournament: The 2012 annual Golf Tournament is being organized by committee member Jill DeBrito. It will be held on May 8, 2012 at Ruttger's Bay Lake Lodge & Conference Center, Deerwood. Deadline for registration is May 1. An updated report will be sent to the board after the tournament. The 2012 tournament generated \$236.14 for the scholarship fund (income \$730, expenses \$493.86).

Raffle: The Scholarship raffle is being organized by committee members Nicole Kuktavy & Caleb Johnson. It will be held during the MEHA Spring conference at Ruttger's Bay Lake Lodge & Conference Center, Deerwood. An updated report will be sent to the board after the raffle.

The 2012 raffle generated \$1095.11 for the scholarship fund (raffle ticket sales \$1236.00, expenses \$140.89).

Spring Conference Booth Fees: The Mary Lauren Olson Scholarship receives ½ of any fees collected from the MEHA Spring Conference Booth Rentals (see the MEHA Policy and Procedure Manual, section 310.03) as a regular source of scholarship revenue. An updated report will be sent to the board after the conference.

Scholarship Committee:

The 2012-2013 Scholarship Committee has 3 members: Nicole Kuktavy (Chair), Jill DeBrito and Caleb Johnson. We were fortunate to fill the vacancies this year.

Respectfully,
Nicole Kuktavy
Jill DeBrito
Caleb Johnson

Resolutions Committee

No annual report issued. See addendum as applicable.

Student Committee

No annual report issued. See addendum as applicable.

Registration Committee

May, 2013

Frank Sedzielarz and Christopher Forslund

Our last sessions were in April and those attending have taken the registration test. We are waiting to hear that they have all passed. We currently do not have any study sessions scheduled and are waiting to hear from additional test candidates so we can start up sessions again. We have heard from two new candidates but they do not want to start until later this year because of current workloads. Meanwhile, Chris and I have elected to take a few weeks off to attend to other personal and work commitments. This current report carries forward most of what was in last month's report (rehash). We plan on meeting soon to continue this work again. The Registration Committee RS/REHS Study Sessions have been conducted on a twice monthly basis for the past few months. We expect an increase in activity later in this year, and may need additional mentors for discipline specific areas are needed. Due to limited staffing resources, we will request more subject area "experts" who can provide real life experiences to mentor those sessions. Specific areas requested include, but are not limited to:

- Environmental Emergencies and Emergency Preparedness
- Solid Waste Management
- Residential and Institutional Environment
- Radiation Uses and Protection
- Control of Communicable and Certain Noninfectious Diseases

The sessions take only 2-3 hours and are vital for this program to continue! We would like to make a formal request to the membership to volunteer their time if they are qualified and experienced to mentor these sessions. We have found it very useful to provide "real-life" input into these sessions so that prospective new sanitarians can have the opportunity to ask questions from people who deal with these issues daily or need clarification on a process essential for passing the registration exam.

Further, we would like to provide training materials storage aids ("flash drives") to students to reduce our copy costs, time and to provide additional materials and links. This may include photos (ie. What is an air-gap?), or other aids for training. This would bear the MEHA logo. We still need to get a quote on these items, but is estimated to be less than \$10 each with minimal order. This is only in planning stages at this time and may not be cost effective.

Further, a new curriculum for the "Sanitarian Academy" is still being developed and will be submitted to the board later this summer.

Report on the Strategic Directions for MEHA:

An Ad-Hoc Committee met twice in 2012-2013 to review and revise the MEHA Strategic Directions.

The committee consisted of the following MEHA Board members and officers:

- Dan Disrud, President
- Kim Carlton, President-Elect
- Erin Smilanich, Vice President
- Jeff Luedeman, Secretary
- Tom Messina, Marketing Committee Chair
- Manny Camilon, History Committee Chair

The intent of the Strategic Directions is to provide a framework of action steps to fulfill the goals of MEHA. The committee pared the previous version of the plan down from 8 pages and 5 goals to 4 pages and 3 goals.

Some of the action items are already being implemented; others are “wish list,” brainstorming items that the committee recommended. Ultimately, implementation of the items is the responsibility of the committees that these items have been assigned to.

At the February board meeting, the Board voted to change the Policies & Procedures to require that the Strategic Directions be reviewed and updated annually, rather than every other year. It will be the responsibility of the President-Elect to lead the review process.

Strategic Directions
Minnesota Environmental Health
Association
(MEHA)

Goal 1: Increase the visibility of the environmental health profession

Objectives	Who?	Action Steps
	<p>Subcommittee of the board or ad hoc committee that includes members outside of the usual circle of participation.</p>	<ul style="list-style-type: none"> • Create new, concise vision and mission statements.
<p>Increase awareness of MEHA and what it offers.</p>	<p>Publicity & Marketing, Technology</p>	<ul style="list-style-type: none"> • Utilize social media and other electronic means of communication • Look for opportunities to increase MEHA's electronic presence • Explore new logo designs • Collect suggestions for ways MEHA can meet the needs of Environmental Health professionals as part of a "contact us" link on the MEHA website.
	<p>Outreach, Students</p>	<ul style="list-style-type: none"> • Foster meaningful partnerships with other organizations including the School of Public Health at the University of Minnesota and University of Wisconsin-Eau Claire
	<p>Legislative</p>	<ul style="list-style-type: none"> • Develop a plan to interact with the legislature on EH topics • Develop EH Position Papers and/or Fact Sheets

Goal 2: Improve the quality of a MEHA membership

Objectives	Who?	Action Steps
Find out what members want	Subcommittee consisting of the President, President-Elect, the Technology committee, and others.	<ul style="list-style-type: none"> • Annual survey
Effective communication	Technology	<ul style="list-style-type: none"> • Maintain the website to deliver up-to-date information
	Newsletter	<ul style="list-style-type: none"> • Publish quarterly newsletters
Continue to provide high-quality, relevant, beneficial training to members	Membership	<ul style="list-style-type: none"> • Provide renewal notices, welcome messages to new members (via President)
	Conference Planning	<ul style="list-style-type: none"> • Provide educational opportunities including: <ul style="list-style-type: none"> ○ Educational Conferences ○ Field Trip Trainings ○ Round tables ○ Explore the possibility of sponsoring certificate training opportunities
	Board of Directors	<ul style="list-style-type: none"> • Pursue ideas for recognizing members for excellent service to the organization
Foster and promote high standards of members	3 rd Year Director	<ul style="list-style-type: none"> • Coordinate member stipend selection for educational conferences: <ul style="list-style-type: none"> ○ NEHA AEC ○ MEHA Spring Conference
	Registration Committee	<ul style="list-style-type: none"> • Provide registration exam resources
	1 st Past President	<ul style="list-style-type: none"> • Coordinate Cohort Program / Mentorship (to be developed)
	Technology Committee	<ul style="list-style-type: none"> • Post job opportunities on the website
Provide additional services and benefits	Conference Planning	<ul style="list-style-type: none"> • Offer reduced conference registration fees to members

Goal 3: Increase Number & Participation of Membership

Objectives	Who?	Action Steps
Recruit more members	Board members & Committee chairs	<ul style="list-style-type: none"> • Have a supply of membership materials on hand at every conference or professional event attended. • Find environmental health professionals working in all areas of Environmental Health, and solicit their involvement in the development of services that meet their needs. • Consider creating a membership class for organizational or institutional membership • Prominently locate a membership application link on the MEHA website.
Increase membership participation	Membership Committee	<ul style="list-style-type: none"> • Reach out to members and encourage participation on committees, the Board of Directors, and specific assigned tasks
	Technology Committee	<ul style="list-style-type: none"> • Provide a personalized welcome email to new members of the Association
	Board members & Committee chairs	<ul style="list-style-type: none"> • Notify President and Technology Committee when new members are received • Continue to provide a list of members interested in Board and Committee participation to the Board and Chairs as part of the Membership Committee Report
	President	<ul style="list-style-type: none"> • Offer networking opportunities to encourage participation
	Membership Committee	<ul style="list-style-type: none"> • Provide name tags that will distinguish members and first time attendees at MEHA conferences • Collect suggestions for ways MEHA can meet the needs of EH professionals as a part of conference evaluation forms
	Conference Planning Committee	<ul style="list-style-type: none"> • Secure quality candidates to run for elected association positions
	Nominations Committee and First Past President	

Goal 3: Increase Number & Participation of Membership (continued)

Encourage lapsed members to renew membership	Board of Directors	<ul style="list-style-type: none"> ◆ Establish ad hoc committee to make personal contact with non-renewing members
	Membership Committee	<ul style="list-style-type: none"> ◆ Provide a list of newly lapsed members to the Board of Directors as part of the Membership Committee Report
Gain organizational support for participation in Association conferences and committees	President and Outreach Committee	<ul style="list-style-type: none"> ◆ Write to EH program managers and supervisors annually to provide MEHA information and membership applications. ◆ Identify and support cooperative organization events