



## **MEHA BOARD MEETING MINUTES**

December 8<sup>th</sup> 2015

11:30 to 3:30 PM

1800 West Old Shakopee Road

Bloomington, MN 55431

### **Call to Order**

**Quorum:** 6 of 11.

**President:** Sadie Pulk

**First Past President:** James Topie

**Second Past President:** Kim Carlton

**Member at Large:** Greg Abel

**Third Year Director:** Sharon Smith

**Vice President:** Nicole Hedeem

**President-Elect:** Jeff Luedeman

**First Year Director:** Valerie Gamble

**Secretary:** Ryan Lee

**Second Year Director:** Kris Keller

**Treasurer:** Eric Freihammer

### **Housekeeping**

- Meeting Called to Order at: 11:38AM

### **Introductions**

- Jim Topie: First Past President MDH
- Kim Carlton: Second Past President MDH
- Greg Abel: Member at Large FDA
- Jeff Luedeman: President-Elect MDA
- Valerie Gamble: First Year Director FDA
- Ryan Lee: Secretary MDH
- Kris Keller: Second Year Director Washington County
- Nicole Hedeem: Vice President MDH

- Jesse Hennes: Tech Committee, Washington County
- Jessica Jutz: Conference Planning, Bloomington
- Karen Casale: Membership Committee, Independent
- Michelle Messer: History Committee, MDH
- Sharon Smith: Third year director
- Dan Disrud : President Emeritus
- Nicole Hedeem: Vice President

### **Agenda Approval**

- Kim Carlton moves to approve the agenda Greg Abel seconds, the motion passes to adopt the agenda.

### **Secretary's Report**

- October minutes had Laura Smith listed instead of Laura Suppes. Change proposed to correct minutes.
- Ryan Lee moves to approve the minutes as amended, Valerie Gamble seconds the motion to approve the minutes as amended. The motion carries.

### **Treasurer's Report**

Respectfully Submitted by: Lisa Schreifels

- The Treasurer's report was reviewed and will be presented at the meeting. All bank account balances and expenditures were verified. We will be working together with the Treasurer to present updated report formats as well as historical data.

### **President's Report**

Thanks to Jeff for filling in for the last meeting. The president is thankful for acknowledgement of the MEHA messaging, and supporting for sanitarians in California.

The president is arranging a lunch for board this winter.

## **Committee Reports**

### **Awards Committee**

Respectfully submitted by: Kim Carlton

The awards nomination forms have been updated and corrected as discussed at the October board meeting.

They are posted on the [Awards Committee page](#) of the website.

Nominations are due March 1, 2016.

### **Conference Planning Committee**

Respectfully Submitted by: Jessica Jutz, Sharon Smith & Tessa Whitemarsh

The Conference Planning Committee has been working on the winter event which will be Thursday, January 28<sup>th</sup> in St. Paul at the U of M's Continuing Education and Conference Center. Our completed agenda is attached and contains a broad spectrum of presentations. There are currently 54 people registered for the conference. If you have interactions with students please encourage them to be part of our poster session as it is a great opportunity for them to network and showcase their work.

### **Finance Committee**

See Treasurer's report

### **History Committee**

Respectfully submitted by: Petrona Lee

Michelle and I met to discuss strategies on how to display the results from the EH agency surveys. We are planning to have something ready for the Spring 2016 Education Conference.

I will not be able to attend the next board meeting and will be out of the country through February 2016 (APPROXIMATELY).

Send info request to MEHA board list about MEHA History items

### **Legislative Committee**

Respectfully submitted by: Colleen Paulus and Valerie Gamble

The MEHA Legislative Committee met on November 4, 2015, at the Ramsey County Library located in Roseville, MN. Eight committee members attended. Jim Topie - MDH; Becky Albrecht MDH; Jenny Lansing Mpls; Valerie Gamble - MDA; Amy Zagar - Hennepin County; Colleen Paulus - Retired; Jeff Travis - Washington County; Bette Packer - Consultant

Items discussed:

### **New Co-Chair**

After approximately 10 years, Bette Packer stepped down as chair and co-chair of the Legislative Committee. Colleen Paulus thanked Bette for her years as chair of the committee. Bette will stay on the committee as a member. Valerie Gamble agreed to be co-chair along with Colleen Paulus.

### **Role of committee members**

It was discussed that the role of the committee is to check for legislative bills and keep MEHA members informed. The MEHA News Bulletin was a good vehicle for keeping members informed during the 2015 legislative session. Jeff Travis will act as a liaison with the LPHA Legislative Committee. A new sample letter will be updated for MEHA members to use to contact their legislator.

### **MEHA Technical Committee**

The MEHA Technical Committee will be contacted about using Google Drive for legislative documents and making the Legislative Committee information easier to find on the MEHA home page.

### **Membership Committee**

Respectfully submitted by: Karen Casale

Requests an update to report.

After the most recent updates we have 381 members (360 when the November lapsed members are removed). Since the October board meeting we have had 14 new members (6 active 8 students), however 68 members lapsed September through November (24 active, 3 retired and 41 students). This group does include the memberships that lapsed in September most of them the students that signed up at the 2014 U of M orientation. Since we began using a fillable form the students returning the form has dropped. Getting the membership to update their membership profile is a continuing problem. Fillable PDF membership applications are now available on the MEHA website in addition to online membership.

The list of members whose membership expired between January 1, 2015 and November 30, 2015 is attached. Please continue to make personal contacts with as many on the list as possible. We have had a good response to personal contacts and have generated several renewals of lapsed members. We are continuing to develop correspondence to lapsed members to encourage renewal.

Please continue to monitor the lists of members interested in committees or the board of directors. The lists are attached.

### **Newsletter Committee**

Newsletter is ready to go. –James Topie

### **Nominations Committee**

Respectfully submitted by: James Topie

Active members in good standing are currently being contacted regarding the upcoming vacancies of:

Vice President

First Year Director

Member at Large

MEHA By-Law requires the 1<sup>st</sup> Past President to provide nominations to the Board for approval by February 28<sup>th</sup>.

Representation of a variety of profession types (e.g., retired, educational, governmental, business, public, student) is considered, as well as the candidates' leadership and service to our profession and association. Additional opportunities to provide diversity to the board and the support of Strategic Directions are also considered.

### **Outreach Committee**

Store open Jan 26<sup>th</sup> –Feb 9<sup>th</sup> 2016: Subsidied by \$10 and will include logo. Amy Zagar submitted presented by Kris Keller

### **Publicity & Marketing Committee**

Respectfully submitted by: Jeff Brown

MEHA members Lee Renneke and Doug Dyer staffed a MEHA table at the University of Minnesota Government and Non-profit career fair on October 23<sup>rd</sup>. A brief summary from Lee: *The Government and Non-profit Career Fair at the University was well attended. Doug and I talked with dozens of excited students ranging from EH to Public Health to DNR. Several students took info about upcoming internships. Judging from the excitement level at the career fair, I expect to see some at the winter MEHA conference. Some students followed through to Doug and I after the career fair, sending resumes, calling, and doing informational interviews.*

MEHA is registered for a table at the University of Minnesota Job and Internship Fair on Friday, February 19, 2016. Committee may ask for volunteers to staff the table if there are interested members.

The committee has inquired about a volunteer event at Open Arms, but nothing is scheduled yet. Limited night and weekend availability.

## **Registration Committee**

Respectfully submitted by: Frank Sedzielarz

Last month's study session was cancelled. I had some personal issues that prevented me from conducting the session. Our next meeting will be on Tuesday, 12/15/2015, at the Fridley Community Center, 6085 7th Ave., NE in Fridley, MN, noon - 3pm, in room 112. Our topic will be conducting epidemiological investigations. The committee has nothing more to report at this time.

## **Resolutions Committee**

No Report Submitted.

## **Scholarship Committee**

Respectfully submitted by: Caleb Johnson

The deadline for the Northstar and MLO scholarships was 12/1/15

Two Northstar and three MLO applications were received as of 12/1/15

Formal announcements of the winning applicants, presentation of a certificate to both scholarship winners, and delivery of the check to the Northstar winner will take place at the MEHA one-day winter conference on 1/28/16.

The scholarship committee has a goal of reviewing and selecting the winning applicants for both scholarships by 1/11/16; the board and scholarship applicants will be notified immediately of the committee's determination via email after a decision has been reached.

The MLO scholarship award will be \$2000 this year; the Northstar scholarship award will be \$1000.

## **Student Committee**

Respectfully Submitted by: Laura Suppes

The Student Committee has recruited 16 students and 10 professionals for the winter conference mentor program. Five students are from St. Catherine's University, 2 from the University of Minnesota, and 9 from the University of Wisconsin - Eau Claire. Registration is waived for students participating in the mentor program who are also MEHA members. Funds from the Student Committee budget will be used to cover registration costs.

Ideally each student will be paired with one professional, so we are still actively recruiting mentors. Professionals should email Laura Suppes at [supeslm@uwec.edu](mailto:supeslm@uwec.edu) if interested.

## Technology Committee

Respectfully submitted by Kim Carlton, Jesse Hennes, Ryan Lee

The Technology committee met on 12/4/15. Items discussed:

Analytics

Google Analytics reports for September through November are attached.

Website

Ryan created (in a couple of hours of “spare time”) a framework for a new website. It will be displayed along with a workplan at the December board meeting.

E-voting

The committee is recommending that the Board approves using Simply Voting for board elections in 2016. This is an agenda item for the December board meeting.

ListServ

The committee asked the Treasurer to renew the Esoft agreement for the MEHA board listserv for 2 years.

See New Business for further details.

## President-Elect's Report

Strategic direction Review 2015-2016 Strategic Direction document.

Review Strategic direction print out.

Red: ongoing or complete.

Blue: Possible new action items.

Discussed creation of Strategic Directions document that will list MEHA's accomplishments such that they are codified and retained for future reference.

Suggestions for additions / deletions / comments:

1. Allow committees to decide how to work towards our directions.
2. PnP should reflect how strategic direction is actually handled.
3. Update strategic direction as items are complete.

PNP review needs to be done.

## Old Business

1. New MEHA logo status. All three versions have been submitted and Certificate of Registration issued for each by Minnesota Secretary of State effective 11/19/2015.

## **New Business**

1. State Science Fair sponsorship (new business)
  - a. Last 6 years we have sponsored awards to the state science fair.
  - b. Question: Kim: Total amount of award is \$500, what should the admin fee be in addition to awards. (The scholarship organizers were throwing out the idea of waving the normal administration fee) The administrative fees are confusing. Resolved no change to amount given to scholarship.
2. E-Balloting for board elections in 2016
  - a. E-balloting approved as an option.
3. MOTION: Jim Moves to adopt e-ballot only for 2016, Val Seconds the motion,
  - a. Greg proposes an amendment to the motion to allow for a choice of paper balloting if requested by members and feasible to the tech committee. Nicole moves for the amendment, Greg seconds the amendment. The motion carries as amended.
4. Waived conference fees for Board members
  - a. Discussion about the topic. There were both for and against arguments.
  - b. Some working positions Treasurer and Secretary attend conferences in a working capacity, and other committees.
5. Motion: Jeff moves that Secretary and treasurer conference registration be waived, and the pnp be updated to reflect this. Kim Seconds. The Motion carries.
6. Website update proposal
  - a. Jeff moves, James seconds the work plan for the website. The motion carries.
6. Add New Logos to PnP \*update\*

## **Announcements**

### **Upcoming Meetings**

Feb 9th 2015 Meeting:

11:30 AM -3:30PM 1800 Old Shakopee Road West

Bloomington, MN

## **Adjourn**

Kim moves, Sharon seconds movement to adjourn. Motion passes. Meeting adjourned 3:00PM