

MINNESOTA
ENVIRONMENTAL
HEALTH
ASSOCIATION



ANNUAL REPORTS
2016 – 2017

Order of Business of the Annual Meeting

- a. Meeting Called to Order
- b. Roll Call of Officers and Directors
- c. Secretary's Report
- d. Approval of last Annual Meeting Minutes
- e. Treasurer's Report
- f. Approval of Annual Treasurer's Report
- g. Reports of Committees
- h. Report on Strategic Direction
- i. Unfinished Business – Changes to By-Laws
- j. Outgoing President's Address
- k. Presentation of Gavel to Incoming President
- l. Incoming President's Address
- m. Presentation of Past President Award and Gold Bar to Outgoing President
- n. Report of Election
- o. New Business
- p. 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 13th, 2016 -

Rollcall of the board: The Following members were present:

1. Sadie Pulk - president
2. Kim Carlton - 2nd Past President
3. James Topie - 1st past President
4. Jeff Luedeman – President elect
5. Nicole Hedeem – Vice President
6. Sharon Smith – 3rd year Director
7. Kris Keller – 2nd year Director
8. Valerie Gamble – 1st Year Director
9. Ryan Lee – Secretary
10. Eric Freihammer – Treasurer

Secretaries Report:

1. Previous Minutes of the annual meeting presented
 - a. Karen moves to adopt the minutes, Sarah Seconds the motion. The motion carries.

Treasure's Report:

1. Treasure's report provided to the board.
 - a. Ryan moves to adopt the treasurer'

Annual Committee Reports 2015-2016

Awards Committee

Kim Carlton reported that:

This year's Awards Committee consisted of Greg Abel, Becky Albright, Kim Carlton, Jill Johnson, Kris Keller, and Patrick Kuisle. Awards nominations were solicited at the winter education conferences, through news bulletins and newsletters, and the MEHA website. Nominations were due on March 1, 2015. Four (4) nominations for Emerging Professional Award, two (2) nominations for Merit Award, and two (2) nominations for Frank A. Staffenson Environmental Health Professional of the Year were received.

The committee met on March 25, 2016 to review and discuss the nominations. A consensus was reached to present awards in each of the three designated categories. This year's awards are scheduled for presentation on May 12, 2016 to the following members:

Merit Award: Lisa Schreifels, City of St. Cloud

Merit Award: Jim Topie, MDH

Emerging Professional Award: Ryan Lee, MDH

Staffenson: Shannon Rohr, City of Bloomington

The names of the recipients are protected until presentation at the annual Awards Banquet.

The name of the 2016 Frank A. Staffenson Environmental Health Professional of the Year Award recipient is forwarded to the National Environmental Health Association (NEHA) for a Certificate of Merit and recognition during the NEHA Annual Education Conference. The recipient's name is also engraved on a plate and fixed to a MEHA consolidated award commemorative plaque.

In addition to inscribed plaques for the MEHA awards referenced above, a Past-President Award is prepared and scheduled for presentation to Sadie Pulk on May 13, 2016.

Conference Planning Committee

Jessica Jutz, co-chair, Sharon Smith, co-chair, Tessa Whitmarsh, co-chair reported that:

The 2015 Spring Conference was held May 14-15 at Arrowwood Resort & Conference Center in Alexandria. There were 123 attendees. The registration and vendor fees collected equaled \$6,505.00. The expenses without online fees were \$13,453.17. There was a special guest celebrity chef, Amy Thielen, who presented a session and then put on a cooking demonstration. The Board of Directors subsidized the conference by covering the cost lunches, breaks and appetizers made from Chef Thielen's recipes. There was a net cost of \$6,948.17 on the conference.

There was no fall conference because on the Region 4 NEHA conference which was held in Waterloo, Iowa.

The University of Minnesota's Continuing Education and Conference Center on the St. Paul campus was the site of the 2016 Winter Conference. The event was held on January 28th and we had a record registration of 206 people. The expenses without online fees were \$8,154.90 while the registration fees collected equaled \$6,280.00. There was a net loss of \$1,574.90 on the conference.

The 2016 Spring Conference is scheduled for May 12-13 at Cragun's near Brainerd, MN.

Finance Committee

Colleen Paulus and Valerie Gamble Reported that: Michael Green and Jenni Lansing put together a chart of legislative bills for the 2016 legislative session that may be of interest to MEHA members. Becky Albrecht revised the sample letter that MEHA members can use as a model for writing to their legislator. The new sample letter and chart of legislative bills will be posted on the MEHA website in the legislative committee section. Members of the committee are in the process of tracking and summarizing bills for the current legislative session. The bill summaries are stored in Google Drive and will be shared with MEHA members via e-blast communications.

History Committee

James Topie reported that:

Michelle Messer has replaced Manny Camilon on the History committee as a co-chair along with Petrona Lee.

Legislative Committee

Colleen Paulus and Valerie Gamble Reported that:

Michael Green and Jenni Lansing put together a chart of legislative bills for the 2016 legislative session that may be of interest to MEHA members. Becky Albrecht revised the sample letter that MEHA members can use as a model for writing to their legislator. The new sample letter and chart of legislative bills will be posted on the MEHA website in the legislative committee section. Members of the committee are in the process of tracking and summarizing bills for the current legislative session. The bill summaries are stored in Google Drive and will be shared with MEHA members via e-blast communications.

Membership Committee

Karen Casale, Dan Disrud, Sadie Pulk, Eric Freihammer, Nicole Hedeem, Caleb Johnson, Jesse Harmon, and Jeff Brow Reported that:

Renewals are completely on line and the process seems to be going well. Fillable paper applications are still available online for all membership categories. Membership is increasing. The legacy database is maintained to preserve membership history.

The Committee recruiting activities during the year included personal contact with prospective new and lapsed members. The recruiting efforts this year resulted in seventy (70) new members being accepted into the Association during the period May 2, 2015 through May 5, 2016. Ninety-nine (99) members, however, have lapsed memberships. Our current membership is three hundred ninety-two (392); three hundred nine (309) active members, one (1) honorary member, three (3) lifetime members, four (4) sustaining members; eighteen (18) retired members, fifty (50) student members and six (7) junior members.

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

Nominations Committee

Jim Topie reported that:

Ballots were electronically mailed on March 21 and 22, 2016 to all members in good standing as of February 28, 2016 in accordance with MEHA Policy and Procedures Manual, section 11.01.

The following candidates ran for these Board positions:

Secretary - Ryan Lee

Member-at-Large

David Boberg

Amy Zagar

First Year Director

Jesse Harmon

Amy Saupe

Vice President - Caleb Johnson

The election closed on April 10, at 11:59 PM US/Central Time. Ballots received on or before that date and time were electronically counted. 159 ballots were cast of 369 electors provided the opportunity to vote. The election results were certified by Simply Voting to have been securely processed and accurately tabulated by their independently managed service. The MEHA Secretary and 1st Past President presented the certified election results to the MEHA Board at the April 11, 2016 meeting.

The following MEHA members were elected as indicated:

Secretary

Ryan Lee

Member-at-Large

Amy Zagar

First Year Director

Jesse Harmon

Vice President
Caleb Johnson

Outreach Committee

Kyle Johnson reported that: MEHA had 5 vendors this year. MEHA bags and water bottles were ordered and they will be available at outreach events.

Registration Committee

Frank Sedzielarz reported that:

Chris Forslund, Frank Sedzielarz, Doug Edson, Hannah Davis

June, 2016 will mark our 5th year of conducting RS/REHS exam study sessions in the metro area. In the current period, April '15 – April '16, we conducted 15 study sessions. This worked out to monthly sessions for most months, except for November when the session was canceled due to technical problems. Two sessions were held each month in April '15, September '15, and January '16.

We have continued to conduct study sessions at the Fridley Community Center (FCC), 6085 7th Ave., NE, in Fridley MN. We are grateful to Stephen Keeler, Adult & Youth Enrichment, Facilities & Aquatics Coordinator of Fridley Public Schools Community Education for his assistance in scheduling meeting space for our sessions. He makes every effort to schedule us into the center's fireplace room, a smaller, very comfortable space for our sessions. This April, 2016, the Registration Committee/MEHA made a \$100 donation to the Community Center (ISD #14) to help support the facility.

Special mention should be made concerning the following sessions:

During the 9/8/15 session Mr. Roger Van Tassel, licensed plumber City of Minneapolis, participated in the session, covering the elements of a typical plumbing inspection.

Mr. Gary Robertson, MNOSHA Training Officer/Safety Investigator participate in the June '15 session, explaining OSHA regulations and inspections.

We will continue to conduct monthly, or more if requested, study sessions in the Metro area.

Additionally, we will be turning our attention to people who can't get to our MEHA study sessions, especially out state people. We have tried Skype video but the quality is not good, and we can only Skype one person at a time as we don't have an \$\$\$ license to do so. Alternatively, we working on a DVD that has the best study materials and guidelines that we use in our sessions. It won't be as good as actually being in our discussion/study group, but at least those who are preparing for the exam can review the material. We have been doing the MEHA study sessions for over five years now and have collected quite a library of materials. We depend on old basics like the CDC study guides which have good boiler plate information, and other materials, including on line references. Some materials we study, like on topics such as body art, are not well covered in the typical NEHA study materials. We have also written a lot of additional study materials. We don't have a target date as there's a lot to sort thru, but we expect to have something workable in about a month. Meanwhile, we plan on continuing at least monthly study sessions in the Metro area.

MEHA Registration Committee Co-Chair

Resolutions Committee

Joan Peterson reported the committee met once during the past year and that the policy and procedures manual was reviewed and updated.

Scholarship Committee

Jill DeBrito, Heather Flueger, Caleb Johnson Reported that:

The MLO scholarship award, for \$2000, was awarded to Disi Tian, doctoral student from the U of M Division of Environmental Health Sciences, at the MEHA Winter Conference on 1/28/2016

The Northstar scholarship award, for \$1000, was awarded to Tristin Christopher, Bachelor of Science undergraduate student from the Environmental and Public Health program at UWEC, at the MEHA Winter Conference on 1/28/2016

Fund Balance:

The MLO fund balances as of June 30, 2015 were a total balance of \$46,504 and an available balance of \$2034.

Committee Personnel Changes:

Heather Flueger Joined the Scholarship Committee effective September 2015 to replace Nicole Hedeem, who has joined the board of directors as vice president. Nicole remains a board liaison to the Scholarship Committee.

Fundraising Activities:

The 2015 MEHA Spring Conference Golf Tournament Raised \$585 for the Mary Lauren Olson Scholarship

The 2015 MEHA Spring Conference door prize raffle raised \$1354 for the Mary Lauren Olson Scholarship

The 2015 MEHA Spring Conference Beanbag Toss Tournament raised \$400 for the MEHA Northstar Scholarship.

The SPAM group was awarded with the Made in Minnesota Theme "Best Dressed" award at the 2015 spring conference at Arrowwood Resort in Alexandria.

Scholarship Committee:

The 2015-2016 Scholarship Committee has 3 members: Caleb Johnson (Chair, 3rd year member), Jill DeBrito (2nd year member), and Heather Flueger (1st year member).

Effective September 2016 for the year of 2016/2017, Jill DeBrito will move to Chair of the committee and 3rd year member, Heather Flueger will move to 2nd year member, and Caleb Johnson will move to 1st year member.

Student Committee

Laura M. Suppes PhD, MPH, REHS Reported that:

The Student Committee hosted the second professional - student mentor program at the 2016 MEHA Winter Educational conference. The program expanded to include St. Catherine's University undergraduate public health students. Nineteen students and 17 professionals participated, compared to 12 students and 10 EH professionals in 2015 from 2 schools (UW - Eau Claire and University of Minnesota). Twelve students were from UW – Eau Claire, 5 from St. Catherine's University, and 2 from the University of Minnesota. Feedback from mentor program participants has been very positive, suggesting the mentor program is contributing to the development of students as EH pre-professionals and to intern recruitment for professionals.

Comments from 2015 professional participants:

“I enjoyed getting to meet an interested student that became a good intern for our department.”
“It was ‘fun’ to meet students in the program and to see how they think, what their interests area, what they are studying”
“I think the mentor program was great, overall. Definitely a program that is beneficial to both students and mentors.”

Comments from 2015 student participants:

“The mentor program was great. It opened the door to many opportunities for me and also opened up many contacts for networking and future internships for me. I would highly recommend it to anyone interested.

“The mentor program is great. I honestly believe that having this professional contact played a huge part in landing my internship and has opened up many more doors for communication with other professionals”

Student-professional pairs will continue to interact through email and job shadowing until the next winter conference. The Student Committee plans to continue the program next year.

At that same conference, there were 20 university students that presented on their EH posters (compared to 15 student presenters in 2015). Poster presenters were from the University of Minnesota (1), University of Wisconsin – Stout (1) and UW – Eau Claire (18).

Technology Committee

Kim Carlton and Jesse Hennes Reported that:

The Technology Committee is charged with coordinating the technology needs of the Association, including software and electronic information flow. The Committee maintains the following:

The MEHA website (<http://www.MEHAonline.org> and <http://www.MEHAonline.com>), which 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 service (<http://meha.wildapricot.org>), which includes:

Online membership renewal

Online conference registration

Mass emails to the membership, including weekly “E-Blasts” and job postings

The private listserv for the Board of Directors and committee chairs, which serves as the primary communication channel for the Board members and committee chairs

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

The MEHA Twitter account (<https://twitter.com/MEHAOnline>)

Activities in 2015-2016 include:

We moved our website hosting from Electric Citizen to Word Press. This has given us the ability to build our website to fit the needs of MEHA. Immediately the website has become more user friendly and mobile device accessible.

New features already added include, custom backgrounds, easier to read web pages, fewer navigation bars, integrating the MEHA logo colors into the text and web page design.

Cleaned up the document library to make finding and accessing documents easier.

We are still working to implement new features to streamline the user experience.

We setup online voting for board member elections on Simple Voting. This year 159 out of 369 electors voted (~43%). Online voting increased member voting by about 23 percentage points from last year's paper ballots.

We use Google Analytics to track visits to the MEHA website. From July 1, 2015 through April 13, 2016, the MEHA website had 35,679 page views, and 28,825 were unique page views. Job postings, the MEHA homepage, and conference materials receive the heaviest traffic.

We received and posted over 40 job postings to the MEHA website in the past year.

Old Business

2. No Old Business

New Business

1. Sadie's outgoing Speech as President.
2. Presentation of the Gavel from Sadie to Jeff Leudeman
3. Jeff addresses the membership
4. The Membership votes on the resolution to honor the lives and memory of those tragically killed and those injured during the mass shooting at the Inland Regional Center building in San Bernardino, California, on December 2, 2015.
 - a. The resolution is affirmed by the membership.
5. James Topie Reads the Proclamation of Environmental Health Week signed by Governor Dayton.

Adjourn

Kim Carlton Moves to adjourn the meeting and Sharon Smith Seconds the motion to adjourn the Meeting. The Meeting was adjourned at 9:15 Am.

- END OF 2016 Annual Meeting Minutes -

Inventory of MEHA items:

MEHA Item	Member In Charge of Item	Date of Inventory
Bumper Stickers	Caleb Johnson	3/21/2017
Plastic Folding Table and 2 Steel Folding Chairs	Caleb Johnson	3/21/2017

MEHA Swag (water bottles (30 Red, 32 Black, 27 Green), 1 tote bag, and ~60 pens)	Caleb Johnson	3/21/2017
MEHA PO Box Keys (Anoka County)	Dan Disrud and Michelle Messer (1 each)	3/21/2017
MEHA PO Box Keys (Stearns County)	Eric Freihammer	3/21/2017
USB Flash Drives–Financial files Treasurer records	Eric Freihammer	3/21/2017
REHS Study Guide	Frank Sedzielarz	3/21/2017
EH in MN brochures	Jeff Brown	3/21/2017 (brochures need updating)
MEHA Banner (new logo)	Jeff Brown	3/21/2017
MEHA Table Runner (Publicity and Outreach) x2	Jeff Brown	3/21/2017
Wire Display rack For MEHA wear	Jeff Brown	3/21/2017
Scrolling Banner	Jeff Brown	3/21/2017
President’s Gavel	Jeff Luedeman	3/21/2017
Proclamation frame (Contains original signed, current and past EH Week proclamations)	Jeff Luedeman	3/21/2017
Time Capsule 50th Anniversary	Jessica Jutz	3/21/2017
Wireless presenter (Logitech PowerPoint presentation clicker and pointer)	Jessica Jutz	3/21/2017
Golf prize inventory (9 sleeves of golf balls and a driver)	Jill DeBrito	3/21/2017
MEHA pins	Jim Topie	3/21/2017 (few left but no longer use by MEHA)
FAS Award Plaques	Jim Topie	3/21/2017
Laptop Computer (Dell Inspiron B130)	Kim Carlton	3/21/2017 (will be discarded and removed from Inventory)
MEHA Swag (~50 pens and 22 tote bags)	Kyle Johnsen	3/21/2017
Camera (Canon)	Lori Green	3/21/2017
50th Anniversary Banner	Michelle Messer	3/28/2017
History committee portable file box	Michelle Messer	3/28/2017
Past president gold bars	N/A	No Longer Used by MEHA
Logo trademark Registration	Ryan Lee	3/22/2017
USB Flash Drives (2)– Board files Secretary records	Ryan Lee	3/22/2017
Articles of Incorporation	Ryan Lee	3/22/2017
MEHA Banner (old logo)	N/A	No Longer Used by MEHA

2017 Annual Meeting Called to Order at:

Annual Committee Reports

To the board, and for the MEHA members.

Awards Committee

Respectfully Submitted by:

MEHA Policy and Procedures assigns the Chair of the Awards Committee to the 2nd Past President and requires at least two other members, with at least one other from the Board of Directors and at least one from the general membership. Awards committee interest was identified through profiles created by members and data maintained by the Membership and Technology Committees. This year's Awards Committee consisted of Lee Renneke, Jim Topie, and Amy Zagar.

Awards nominations were solicited at Board meetings, the winter education conference, through news bulletins and newsletters, and the MEHA website. Nominations were due on March 1, 2017. Four (4) nominations for Emerging Professional Award, two (2) nominations for Merit Award, one (1) nomination for Frank A. Staffenson Environmental Health Professional of the Year and two (2) nominations were made for the "Other" award were received.

The committee met on March 30, 2017 to review and discuss the nominations. A consensus was reached to present awards in each of the three designated categories. This year's awards are scheduled for presentation on May 11, 2017 to the following members:

"Other" Award to: [redacted]

Merit Award to: [redacted]

Emerging Professional Award to: [redacted]

Frank A. Staffenson Environmental Health Professional of the Year Award to: [redacted]

In February 2017, the MEHA Board of Directors held an electronic nomination and vote for the Life Member Award. The person [redacted] nominated was voted unanimously for the award. This year's award is scheduled for presentation on May 11, 2017.

The names of the recipients are protected until presentation at the annual Awards Banquet.

The name of the 2016 Frank A. Staffenson Environmental Health Professional of the Year Award recipient is forwarded to the National Environmental Health Association (NEHA) for a Certificate of Merit and recognition during the NEHA Annual Education Conference. The recipient's name is also engraved on a plate and fixed to a MEHA consolidated award commemorative plaque.

In addition to inscribed plaques for the MEHA awards referenced above, a Past-President Award is prepared and scheduled for presentation to Jeff Luedeman on May 11, 2017.

At the December 13, 2016 Board meeting, the MEHA Board of Directors held a nomination and vote for the Life Member Award and Honorary Member Award. Dr. O. Pete Snyder, Jr. was nominated and the Board voted unanimously for the Life Member award, and the same of Dr. Edward Ehlinger for the

Honorary member award. Those two awards were presented on January 26, 2017 during the 2017 MEHA Winter Conference.

Conference Planning Committee

Resp The 2016 Spring Conference was held May 12-13 at Cragun's in Brainerd, MN. There were 145 attendees. The registration and vendor fees collected equaled \$7,945.00. The expenses were \$9,758.11. There was a net cost of \$1,813.11 on the conference.

The 2016 Fall Conference was held October 18th at the Holiday Inn in Duluth, MN. There were 79 attendees. The registration fees collected equaled \$3,350.00. The expenses were \$3,168.05. The net profit of the conference was \$181.95.

The University of Minnesota's Continuing Education and Conference Center on the St. Paul campus was the site of the 2017 Winter Conference. The event was held on January 26th and we had a 184 attendees. The expenses were \$8,071.12 while the registration fees collected equaled \$7,373.00. There was a net cost of \$445.12 on the conference.

The 2017 Spring Conference is scheduled for May 11-12 at Ruttger's Bay Lake Lodge in Deerwood, MN. ectfully submitted by: Jessica Jutz, Michelle Messer, and Tessa Whitemarsh co-chairs

Communications Committee

Finance Committee

History Committee

Legislative Committee

Respectfully submitted by Valerie Gamble and Jenni Lansing, Co-chairs

Legislative committee members tracked environmental health related bills again during session in the spring of 2017 and provided updated language for the legislative committee page on the MEHA website. Co-chairs Valerie Gamble and Jenni Lansing put together a survey for MEHA membership to be distributed after the spring conference, to better understand what MEHA members would like the committee to provide both during and between sessions. Some ideas include legislative process training (Government 101), arranging tours of the state capitol building, and position papers on EH related issues.

Membership Committee

Respectfully submitted by Karen Casale and Dan Disrud, Co-chairs

The Membership Committee consisted of Karen Casale, Dan Disrud, Jeff Luedeman, Eric Freihammer, Nicole Hedeem, Caleb Johnson, Jesse Harmon, and Jeff Brown.

Renewals are completely on line and the process seems to be going well. Fillable paper applications are still available online for all membership categories. Membership is increasing. The legacy database is maintained to preserve membership history.

The Committee recruiting activities during the year included personal contact with prospective new and lapsed members. The recruiting efforts this year resulted in ninety-two (92) new members being accepted into the Association during the period May 6, 2016 through April 28, 2017. Sixty-eight (68) members, however, have lapsed memberships. Our current membership is four hundred thirty-one (431); three hundred twenty (320) active members, two (2) honorary members, one (1) lifetime member, five (5) sustaining members; seventeen (17) retired members, seventy-six (76) student members and ten (10) junior members.

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

Nominations Committee

Respectfully submitted by Sadie Pulk

Ballots were electronically mailed on March 21, 2017 to all members in good standing as of February 28, 2017 in accordance with MEHA Policy and Procedures Manual, section 11.01.

The following candidates ran for these Board positions:

First Year Director •	Jessica Jutz •	Nick Koreen
Member-at-Large •	Hannah Davis •	Jesse Hennes • Jenni Lansing
Secretary •	Ryan Lee	
Vice President •	Mike Melius	

The election closed on April 3, at 11:59 PM US/Central Time. Ballots received on or before that date and time were electronically counted. 166 ballots were cast of 410 electors provided the opportunity to vote. The election results were certified by Simply Voting to have been securely processed and accurately tabulated by their independently managed service. The MEHA Secretary presented the certified election results to the MEHA Board at the April 4, 2017 meeting.

The following MEHA members were elected as indicated:

First Year Director •	Jessica Jutz
Member-at-Large •	Jenni Lansing
Secretary •	Ryan Lee
Vice President •	Mike Melius

Outreach Committee

Publicity & Marketing Committee

Respectfully submitted by Jeff Brown and Jesse Harmon Co-chairs. Liaison: Kris Keller.

The Marketing & Publicity Committee continues to develop ways to actively market to the community and current professionals to increase awareness of MEHA and build collaboration between MEHA professionals and the community.

One of the main ways we have tried to raise awareness of MEHA is by attending career and internship fairs. Some of our most recent career/internship fairs have included:

- Environmental Internship & Career Fair – University of Minnesota
- University of Minnesota Job & Internship Fair – Minneapolis Convention Center
- Government & Nonprofit Career Fair – University of Minnesota

These events have been well attended by students and the feedback we have received from the volunteers who have helped out at these events has been positive. Thank you to all the volunteers who have helped make these events work.

We hope to get involved with more events throughout Minnesota and are always open to new ideas. We have been requesting that alumni from colleges contact our committee if they are interested in representing MEHA at their alma mater. respectfully submitted by Jeff Brown and Jesse Harmon – Co Chairm Liaison: Kris Keller

Registration Committee

Respectfully submitted by: Frank Sedzielarz RS

Committee Members and Training Cadre: Chris Forslund, Frank Sedzielarz, Doug Edson, Hannah Davis

June, 2017 will mark our 6th year of conducting RS/REHS exam study sessions in the metro area. In the current period, April '16 – April '17, we conducted 14 study sessions, 3 hours each. This worked out to monthly sessions for most months, except for June '16 and February '17, when two sessions were conducted each month.

We have continued to conduct study sessions at the Fridley Community Center (FCC), 6085 7th Ave., NE, in Fridley MN. We are grateful to Stephen Keeler, Adult & Youth Enrichment, Facilities & Aquatics Coordinator of Fridley Public Schools Community Education for his assistance in scheduling meeting space for our sessions. He makes every effort to schedule us into the center's fireplace room, a smaller, very comfortable space for our sessions. This April, 2017, the Registration Committee/MEHA made a \$100 donation to the Community Center (ISD #14) to help support the facility.

The current Registration Committee members continue to be Co-chairs Chris Forslund and Frank Sedzielarz, and members Hannah David and Doug Edson. Ms. Davis has expressed interest in taking over as Chair of the committee later this year. We will keep the Board of Directors advised of any changes.

We will continue to conduct monthly, or more if requested, study sessions in the Metro area. Additionally, we are continuing work on a DVD with our study materials for out state exam candidates. This has taken longer than we expected because of the amount of material and editing involved. We hope to have this completed later this year. Meanwhile, we have provided study materials on individual study session topics to out state candidates who have requested them.

Resolutions Committee

Respectfully submitted by Ryan Lee and Joan Peterson:

The resolution committee met once during the past year and that the policy and procedures manual was reviewed and updates were proposed to the board. The by-laws have also been recommended for an update which will appear in the new business of the annual meeting.

Scholarship Committee

Respectfully submitted by: Jill DeBrito, Heather Flueger, and Amy Saupe – Committee Trustees **2017**

Scholarship:

- The MLO scholarship award, for \$1,750, was awarded to Deirdre Green, doctoral student in the Occupational Injury Prevention and Research Training Program at the University of Minnesota School of Public Health, at the MEHA Winter Conference.
- The Northstar scholarship award, for \$1000, was awarded to Nicole Skatrud, Bachelor of Science undergraduate student from the Environmental and Public Health program at UWEC, at the MEHA Winter Conference.

Fund Balance:

- The MLO fund balances as of June 30, 2016 were a total balance of **\$49,960** and an available balance of **\$1,895**.

Committee Personnel Changes:

- Amy Saupe Joined the Scholarship Committee effective September 2016 to replace Caleb Johnson, who has joined the board of directors as vice president. Caleb remains a board liaison to the Scholarship Committee.

Fundraising Activities at the 2016 Spring Conference:

MLO

Raffle	\$1,797.00
Golf Tourney	\$ 616.90
<u>½ Vendor fees</u>	<u>\$ 475.00</u>
Total	\$2,888.90

Northstar

Bean Bag tourney	\$409.00
Trivia	\$ 28.00
<u>Pass the Hat</u>	<u>\$103.00</u>
Total	\$540.00

Scholarship Committee:

- The 2016-2017 Scholarship Committee has 3 members: Jill Debrito (Chair, 3rd year member), Heather Flueger (2nd year member), and Amy Saupe (1st year member).
- Effective September 2016 for the year of 2016/2017, Heather Flueger will move to Chair of the committee

Student Committee

Technology Committee

Respectfully Submitted by: Kim Carlton, Jesse Hennes, and Ryan Lee: Co-chairs

The Technology Committee is charged with coordinating the technology needs of the Association, including software and electronic information flow. The Committee maintains the following:

1. The MEHA website (<http://www.MEHAonline.org> and <http://www.MEHAonline.com>), which 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
2. Wild Apricot service (<http://meha.wildapricot.org>), which includes:
 - Online membership renewal
 - Online conference registration
 - Mass emails to the membership, including weekly “E-Blasts” and job postings
3. The private listserv for the Board of Directors and committee chairs which serves as the primary communication channel for the Board members and committee chairs
4. The MEHA Facebook page (<https://www.facebook.com/pages/MinnesotaEnvironmental-Health-Association/160272054003203>). The Facebook page is intended to share information, photos, links and videos among our members and others with an interest in Environmental Health.
5. The MEHA Twitter account (<https://twitter.com/MEHAOnline>)
6. Setting up electronic voting for MEHA members
Activities and facts in 2016-2017 include:
 1. Continuing to improve and develop the MEHA Website.
 2. This year 166 of the 410 members voted in the election a 3% point drop from last year
 3. We have had 50,000 page views this year that is a 40% uptick from last year.

We use Google Analytics to track visits to the MEHA website. From July 1, 2015 through April 13, 2016, the MEHA website had 35,679 page views, and 28,825 were Job postings, the MEHA homepage, and conference materials receive the heaviest traffic.

We received and posted over 50 job postings to the MEHA website in the past year.

Strategic Directions:2016 – 2017 Review; 2017 – 2018 Plan

Respectfully submitted by Nicole Hedeem

The intent of the Strategic Directions is to provide a framework of action steps to fulfill the goals of MEHA.

We are advancing very well on our Strategic Directions directed in 2016. We have met 17 of 19 action steps (many of the action steps are ongoing). Examples of what has been completed are:

- Update MEHA website to make user-friendly
- Foster meaningful partnership with other organizations including the School of Public Health at the UMN and UW-Eau Claire
- Raise awareness of the EH profession at career fairs
- Organize volunteer events
- Pursue ideas for recognizing members for excellent service to the organization or profession
- Reach out to members and encourage participation on committees and the Board of Directors

We added 4 new action steps to the Strategic Directions. These include:

- Review the MEHA code of ethics, modify if necessary, and determine how to best share with membership
- Provide government 101 training and tours of the state capitol to increase visibility both internally and externally
- Provide bill tracking information to members during each legislative session
- Offer committee job action sheets and other necessary documents as a resource to new members or members who are interested in becoming more involved

We will continue to work on completing all action steps in 2017-2018 and update the Strategic Directions as new objectives and actions steps are identified.

Old Business

1. No Old Business

New Business

2. By Law Vote By the Membership
 - i. Proposed language: ARTICLE III - Membership Section 1. There shall be ~~seven~~ eight (8) classes of membership, namely:
 - ii. Resulting language: ARTICLE III - Membership Section 1. There shall be eight (8) classes of membership, namely

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