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 – Changes to By-Laws
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.
The meeting was called to order by President Topie at 8:34 a.m.

The roll call of board members was conducted. The following board members were present: Jim Topie, Kim Carlton, John Tracy, Dan Disrud, Sadie Pulk, George Wahl, Sharon Smith, William Toscano, Valerie Gamble, and Kristofer Keller.

Secretary’s Report
M/S/P / Carlton/Scheinoha to approve the annual Secretary’s report as submitted.

Treasurer’s Report
John Tracy reported that the beginning balance was $72,130.35 and the ending balance as of 4/1/15 was $61,964.84, a net reduction of $10,165.51.

John Tracy also reported that the financial balance of MEHA is continually changing due to income received and ongoing operational expenses but that overall, the financial status of the organization is sound and stable.
M/S/P Carper/Casale to approve the annual Treasurer’s report as submitted.

Committee Reports
Awards – Dan Disrud stated that the Frank A. Staffenson award went to Kim Carlton, and the Emerging Professional award went to Amy Zagar. Merit awards were presented to Jeffrey Brown, Jesse Harmon, Kyle Johnson, Kristofer Feller and Amy Zagar.

Conference – Jessica Jutz reported that the 2014 Fall conference was held at the Prairie Woods Environmental Learning Center in Spicer MN. The Winter Conference was held on January 29th at the University of Minnesota’s Continuing Education and Conference Center on the St. Paul campus with a record attendance of 200 people.

Finance – No report.

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

Legislative – Bette Packer reported that Colleen Paulus joined the committee as a co-chair. There was an increase in contributions to the committee from additional MEHA members. Future efforts will continue to focus on getting more members involved with the Legislative committee.

Membership – Karen Casale reported that MEHA currently has 407 members including seventy seven (77) student members and six (6) junior members.

Newsletter – Lori Green reported that the newsletter is published twice a year in March and September. The Spring 2015 issue was a record 27 pages long with 17 members contributing articles and updates.


Outreach – Kyle Johnson reported that the online MEHA store was open for members to buy MEHA shirts and other merchandise. Kyle also reported that 4 vendors had registered to attend the 2015 spring conference with 3 attending.
Publicity and Marketing – Jesse Harm reported that the Publicity and Marketing Committee continues to look for ways to increase awareness of MEHA through various events such as career and internship fairs. He also reported that this past year MEHA members participated in a Feed My Starving Children event and plan to do so again next year.

Registration – Chris Forslund reported that 2 RS/REHS exam study sessions were held each month this past year. Feedback from attendees has been positive. Chris also reported that of 13 individuals who took the exam in April, 10 passed the exam.

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

Scholarship – Nicole Hedeen reported that 29 members participated in the spring 2015 golf tournament and 32 members participated in the bean bag tournament. Nicole reported that the golf tournament and raffle brought in $1939 for the Mary Lauren Olsen scholarship fund while the bean bag tournament brought in $400 for the Northstar Scholarship fund.

Student – Jim Topie reported that MEHA currently has seventy-seven (77) student members and six (6) junior members. In comparison, five years ago, MEHA had only 35 student members and no junior members.

Technology – Kim Carlton reported that during the past year, the MEHA website was moved to a new server, the committee started tracking visits to the MEHA website, changed the format of the events calendar, plus other updates. The committee is looking at a website redesign which will be more user friendly as well as mobile-device accessible. Member input regarding redesign of the website is requested and encouraged.

Strategic Directions
Sadie Pulk discussed the updated MEHA Strategic Directions which consist of: increasing the visibility of the environmental health profession, improving the quality of a MEHA membership, and increasing membership and participation of the membership in the organization. Fourteen (14) action steps have been identified as methods of achieving the Strategic Directions of the organization.

Unfinished Business

M/S/P Jutz/Cyr to approve changes to By-Laws for electronic voting.

Outgoing Presidents Address
President Topie thanked those who got him involved with MEHA. He is grateful to have had Kim Carlton as a President to follow and is proud that Sadie Pulk will be the next President. Jim stated that it has been a awesome year for MEHA and encouraged members to present new ideas to the board of directors to help the organization grow and expand its influence in all areas of environmental health.

Presentation of Gavel to Incoming President
President Topie presented the gavel to incoming President, Sadie Pulk.

Incoming Presidents Address
President Sadie Pulk stated that a lot of good things are happening with MEHA. She thanked everyone for their support as she takes over as president and encouraged all members to become involved in the organization through the various committees, etc.
Sadie presented the outgoing President’s Award to Jim Topie.

Report of Election
Kim Carlton reports that new officers elected for 2015-2016 are:

Vice President – Nicole Hedeen
Secretary – Ryan Lee
Director – Valerie Gamble
Member at Large – Greg Abel

New Business
No new business

M/S/P Casale/Carper to adjourn the meeting at 9:20 a.m.
<table>
<thead>
<tr>
<th>Item</th>
<th>Description/Comments</th>
<th>Holder</th>
<th>Contact Info</th>
<th>Last confirmed</th>
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<td>Michelle Messer</td>
<td><a href="mailto:michelle.messer@state.mn.us">michelle.messer@state.mn.us</a></td>
<td>4/3/2015</td>
<td></td>
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<tr>
<td>Articles of Incorporation</td>
<td>Ryan Lee</td>
<td><a href="mailto:ryan.lee@state.mn.us">ryan.lee@state.mn.us</a></td>
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<td></td>
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<td>Bumper Stickers</td>
<td>Jeff Brown</td>
<td><a href="mailto:jbrown@edinaMN.gov">jbrown@edinaMN.gov</a></td>
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<td>Jill DeBrito</td>
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<td>Ryan Lee</td>
<td><a href="mailto:ryan.lee@state.mn.us">ryan.lee@state.mn.us</a></td>
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<td>Sharon Smith</td>
<td><a href="mailto:sharon.l.smith@state.mn.us">sharon.l.smith@state.mn.us</a></td>
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<td>President’s Gavel</td>
<td>Sadie Pulk</td>
<td><a href="mailto:Sadie.Pulk@target.com">Sadie.Pulk@target.com</a></td>
<td>4/3/2015</td>
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<td>Proclamation frame</td>
<td>Contains original signed, current and past EH Week proclamations</td>
<td>Jim Topie</td>
<td><a href="mailto:james.topie@state.mn.us">james.topie@state.mn.us</a></td>
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<td>Frank Sedzielarz</td>
<td><a href="mailto:sedz0002@umn.edu">sedz0002@umn.edu</a></td>
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<td>Jesse Harmon</td>
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<td>For MEHA wear</td>
<td>Jeff Brown</td>
<td><a href="mailto:jbrown@edinaMN.gov">jbrown@edinaMN.gov</a></td>
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<td><a href="mailto:jjutz@BloomingtonMN.gov">jjutz@BloomingtonMN.gov</a></td>
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<td>Ryan Lee</td>
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<td>Anoka County</td>
<td>Dan Disrud</td>
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## MEHA Treasurer’s Report For 2014-2015

### BALANCE SHEET AND INCOME STATEMENT

**PERIOD** 6/1/2014 to 3/31/2015

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<th>SUMMARY</th>
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### INVESTMENTS PURCHASED

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**TOTAL** $29,541.47

Total assets as of 4/1/15 $61,964.84

Signed by Finance Committee
4/13/15 [Signature]
4/14/15 [Signature]
Committee Annual Reports 2014 – 2015

Awards Committee
TO: MEHA Members
FROM: Kim Carlton, MEHA Second Past President
DATE: April 29, 2015
SUBJECT: 2015-2016 Annual Report of the Awards Committee

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

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
To: MEHA Board of Directors

From: Jessica Jutz, co-chair
Sharon Smith, co-chair
Tessa Whitemarsh, co-chair
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 $1,874.90 on the conference.

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

Legislative Committee Report
To: The members of MEHA
Respectfully submitted by Colleen Paulus and Valerie Gamble

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.

Nominations Committee
TO: MEHA Board
FROM: Jim Topie, MEHA 1st Past President and Nominations Committee Chair
DATE: April 12, 2016
SUBJECT: Nominations Committee Annual Report

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
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

Respectfully submitted,
Jim Topie

Outreach Committee
Publicity & Marketing Committee
Registration Committee
Respectfully Submitted by Frank Sedzielarz, RS for the board, and for the members.

Minnesota Environmental Health Association
Registration Committee
Annual Report, April 2015 – April 2016
Committee Members and Training Cadre: 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:

1) 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.

2) 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
Scholarship Committee

To: the members of MEHA
Submitted respectfully by Jill DeBrito, Heather Flueger, Caleb Johnson
Committee Trustees

2016 Scholarship:

- 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 Hedeen, 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
To: The Members of MEHA
Respectfully submitted by Laura M. Suppes PhD, MPH, REHS

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:
  o “I enjoyed getting to meet an interested student that became a good intern for our department.”
  o “It was ‘fun’ to meet students in the program and to see how they think, what their interests area, what they are studying”
  o “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
To: the members of MEHA
Respectfully submitted by co-chairs Kim Carlton and Jesse Hennes
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.

2014 – 2015 Annual Report on the MEHA Strategic Directions

Strategic Directions Minnesota Environmental Health Association 2014-2015

Goal 1: Increase the visibility of the environmental health profession

<table>
<thead>
<tr>
<th>Objectives</th>
<th>Who?</th>
<th>Action Steps</th>
</tr>
</thead>
<tbody>
<tr>
<td>Increase awareness of MEHA</td>
<td>Publicity &amp; Marketing,</td>
<td>• Explore new logo designs</td>
</tr>
<tr>
<td>and what it offers.</td>
<td>Technology</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Outreach, Students</td>
<td>• Foster meaningful partnerships with other organizations including the School of Public Health at the University of Minnesota and University of Wisconsin-Eau Claire</td>
</tr>
<tr>
<td></td>
<td>Legislative</td>
<td>• Raise awareness of EH profession at career fairs.</td>
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<tr>
<td></td>
<td></td>
<td>• Organize member outing.</td>
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</tbody>
</table>

Goal 2: Improve the quality of a MEHA membership

<table>
<thead>
<tr>
<th>Objectives</th>
<th>Who?</th>
<th>Action Steps</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continue to provide high-quality, relevant,</td>
<td>Conference Planning</td>
<td>• Provide educational opportunities including:</td>
</tr>
<tr>
<td>beneficial training to members</td>
<td></td>
<td>o Educational Conferences</td>
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<td></td>
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<td>o Field Trip Trainings</td>
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<td></td>
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<td>o Round tables</td>
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<td></td>
<td></td>
<td>o Explore the possibility of sponsoring certificate training opportunities</td>
</tr>
<tr>
<td>Foster and promote high standards of members</td>
<td>Board of Directors</td>
<td>• Pursue ideas for recognizing members for excellent service to the organization</td>
</tr>
<tr>
<td>Provide additional services and benefits</td>
<td>1st Past President</td>
<td>• Coordinate Cohort Program / Mentorship (to be developed)</td>
</tr>
<tr>
<td>Conference Planning</td>
<td></td>
<td>• Offer reduced conference registration fees to members</td>
</tr>
</tbody>
</table>

**Goal 3: Increase Number & Participation of Membership**

<table>
<thead>
<tr>
<th>Objectives</th>
<th>Who?</th>
<th>Action Steps</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recruit more members</td>
<td>Board members &amp; Committee chairs</td>
<td>• Find environmental health professionals working in all areas of Environmental Health, and solicit their involvement in the development of services that meet their needs.</td>
</tr>
<tr>
<td>Increase membership participation</td>
<td>Board members &amp; Committee chairs</td>
<td>• Reach out to members and encourage participation on committees, the Board of Directors, and specific assigned tasks</td>
</tr>
<tr>
<td>Encourage lapsed members to renew membership</td>
<td>Board of Directors</td>
<td>• Establish ad hoc committee to make personal contact with non-renewing members</td>
</tr>
<tr>
<td>Gain organizational support for participation in Association conferences and committees</td>
<td>President and Outreach Committee</td>
<td>• Identify and support cooperative organization events</td>
</tr>
</tbody>
</table>