

MEHA Board Meeting Minutes  
April 10, 2012

The meeting was called to order by President Carper at 11:38 a.m. The following board members were present: Rob Carper, John Tracy, Lori Green, Kyle Johnsen, Molly Wellens, Angie Cyr, Laura Huseby, Kim Carlton, and Solvei Wilmot. The following members were present: Candace Carmichael, Nicole Koktavy, Tom Messina, Jessica Jutz, Sharon Smith, and Laura Schmidt.

**Agenda**

The agenda was reviewed. Kim Carlton will present Karen Casale's topic under new business. M/S/P Wilmot/Cyr to approve the agenda.

**Secretary's Report**

Minutes from the last board meeting were reviewed. Lori reminded the board/committee members that all annual reports are due to Lori by April 27<sup>th</sup>. M/S/P Wellens/Johnsen

**Treasurer's Report**

John Tracy reviewed a summary of the treasurer's report. The checking balance is at \$14,389.61. A check from the winter conference cleared and an additional check from RegOnline for \$5,800 was received. RegOnline will be discontinued in May due to continuous problems. A CD is due in May and will be rolled over. A request for reimbursement form will be used again by the association. M/S/P Johnsen, Huseby.

**President's Report**

President Carper discussed accomplishments over the past year. He thanked Joe Hibberd, Sharon Smith and Karen Casale for their leadership roles. He also discussed having a lifetime recognition award in the future for members.

**Committee Reports**

**Awards**-The awards committee received three nominations for the Frank A. Staffenson Environmental Health Professional of the Year Award, seven nominations for Merit awards and none for Emerging Professional of the Year Award. The awards committee met in March and selected one recipient for the Staffenson award and four for merit awards. John suggested the association pass on information concerning awards to managers and supervisors.

**Conference Planning**-A draft agenda is out for the spring conference. Two sessions in the food track are still open. Jessica will include information on the agenda concerning the business meeting is open to all members.

**Finance-** John reviewed the finance report submitted by Lisa. There are invoice errors made by the online registration vendor RegOnline. John continues to work with the vendor in resolving accounting errors on their end.

**History-**Manny submitted a report stating the 50<sup>th</sup> Anniversary year is over and listed the normal committee's duties going forward.

**Legislative-**No activity.

**Membership-**Current membership is at 337 members. The board was encouraged to remind lapsed members about rejoining.

**Newsletter-** Articles for the next newsletter are due by June 1.

**Nominations-**Angie stated that 99 ballots for the election were received and were counted by Angie, Lori and Laura S. The following people were elected to the board:

Vice President-Erin Gutnecht, Secretary-Jeff Luedeman, Director-Susie West and Member-at-Large-Nicole Koktavy. Rob thanked Angie for stepping up and helping out with nominations.

**Publicity and Marketing-**The committee met in the last month. They are trying to tie into other organizations. The logo comes up for renewal in the next year. Focus groups were discussed. Future plans to follow and support the 2013-2015 Strategic Plan and Swot Analysis.

**Outreach-** Kyle reported he has three vendors for the spring conference. Solvei suggested contacting larger companies such as General Mills, Procter and Gamble and Johnson & Johnson.

**Registration-** Chris Forslund submitted a report and the registration committee have continued to provide guidance to candidates. They hope to survey "students" to identify areas of improvement. Rules for EHS/Sanitarian registration are being considered for revision by MDH.

**Resolutions-** No report submitted.

**Technology-** Hold until new business.

**Student-** No report submitted.

**Scholarship-** Nicole announced the committee awarded the 2012-13 Mary Lauren Olson Scholarship to Anna Briggs from the U of M School of Public Health. A scholarship raffle is being organized by the committee and will be held at the spring conference. The committee also included a historical listing of scholarship fund trustees, scholarship fund balances and awards and recipients.

## **President Elect's Report**

President Elect Disrud submitted a report. One of his duties is to keep the strategic direction plan alive and relevant in our board and committee functions. He asked that the board continue to review this document. He also mentioned the Restaurant Recovery and Jobs Creation Act and reminded the board this is our opportunity to be the voice for EH in our state and the primary advocate for our profession. There was also discussion regarding notification to the membership of the Objectives changes in the by-laws. Rob will send a copy of the P & P changes and Lori will post on the list serve before the spring conference.

## **Old Business**

MEHA Code of Ethics- Tim Jenkins discussed the code of ethics and code of ethics fact sheet (both in draft format). A committee of Michelle Messer, Tim Jenkins, Doug Dwyer, Jan Kelly, Mariel Saline and Fong Lor met and presented a draft at the last meeting. Discussion centered on how do we incorporate this into what we do and our by-laws? What do we do if there is a breach? MEHA does not have a disciplinary role however the organization can have ethical standards and strive for a certain goal. NEHA does have a similar document. It was suggested a subcommittee look and this and determine where it fits in. It was suggested the document be presented at the fall or winter conference and put in the newsletter for feedback. Members could possibly read/click on when signing up for or renewing membership.

## **New Business**

MEHA Inventory List- Kim reviewed the MEHA Inventory List. Kyle will have the scrolling banner.

Member Mailing List Opt-Out- There is an opt-out option on the MEHA membership form to not receive mailings from third parties. It was discussed and decided to leave as is.

Registration Vendor Change- The current registration vendor, RegOnline is not working out. Twenty three new systems were reviewed and a trial membership of two companies was conducted. It was recommended MEHA switch to the vendor Wild Apricot after the spring conference. John stated is cheaper for the membership, more user friendly, has a pay pal account option and a mailing list function. The annual fee is \$540/yr and there is no per/transaction fee. Motion to shift to Wild Apricot for the on-line registration after the spring conference. M/S/P Wilmot/Wellens.

Updating MEHA Calendar- Kim suggested bringing back the MEHA calendar and putting it on the website. Angie and Lori will update this and give to Jeff. The bulk mail permit will be deleted and the MEHA stipend will be added.

## **Announcements**

Solvei stated the stipend for the June NEHA conference in San Diego has not yet been filled.

Adjourn

M/S/P Huseby/Tracy to adjourn the meeting

Respectfully submitted,  
Lori A. Green, R.S.  
Secretary