



**MEHA Board Meeting Agenda
Tuesday, August 9th 2016**

1800 West Old Shakopee Rd City of Bloomington, 11:30 AM.

Call to Order

Quorum: 6 of 11.

President: Jeff Luedeman - Present
First Past President: Sadie Pulk - Present
Second Past President: James Topie - Present
Vice President: Caleb Johnson -Present
President-Elect: Nicole Hedeem - Present
Member at Large: Amy Zagar – Present
First Year Director: Jesse Harmon – Not Present
Second Year Director: Valerie Gamble - Present
Third Year Director: Kris Keller - Present
Secretary: Ryan Lee - Present
Treasurer: Erik Freihammer - Present

Introductions

Called to order 11:36 A.M.
Eric Freihammer – Treasurer- MDH
Jessica Jutz – Conference Planning co-chair - Bloomington
Karen Casale – Membership co-chair Consulting
Ryan Lee –Secretary MDH
Caleb Johnson – Vice President MDH
Amy Zagar- Member at large, Hennepin County
Jeff L- President - MDA
Sadie – 1st past president - Target
Jim Topie – 2nd past president - MDH
Valerie Gamble – 2nd year director - MDA
Kris Keller – 3rd year director – Washington County
Nicole Hedeem – President Elect - MDH

Agenda Approval

Caleb J moves to approve the agenda, Ryan L. seconds the motion, and the motion carries.

Secretary's Report

Proposed changes to edit some minor changes to position titles.

Nicole H. moves to accept the motion, Jim Topie seconds the motion, and the motion carries.

Treasurer's Report

Presented by treasurer.

Valerie Gamble moves to adopt the report, Amy Zagar seconds the motion; the motion carries.

President's Report

Thanks to Bloomington for the location. And Nicole for running the last meeting.

President-Elect's Report

Attended NEHA with Kim Carlton.

Requesting updated Job Action Sheets for Committees, with key dates, objectives, and goals. As well as how do the goals of the strategic direction reflect themselves in their committee workings. A soft deadline for this is September 15th 2016.

Discussion: Caleb Johnson – Should PnP discussion be included with the job action sheets discussion.

Committee Reports

Awards Committee

Respectfully Submitted by: Jim Topie

No Awards Committee activities took place since the last board meeting.

Please start thinking who would be a commendable nominee to receive a MEHA award.

Conference Planning Committee

Respectfully submitted by: Jessica Jutz

The conference planning committee is busy putting the finishing touches on the fall conference which will be Thursday, October 6th at the Holiday Inn in Duluth. A draft agenda is attached but the order of the speakers has not been finalized. We have reached out to speakers for the last two slots and are hoping to get them scheduled soon. The committee would like to thank Jim Topie for finding great speakers on a wide variety of topics. We will work with the Technology committee to get registration open as soon as possible. We ask that the board vote on whether to extend gratis registration to the committee chairs for this conference.

The winter conference will be held Thursday, January 26th at the Continuing Education and Conference Center on the University of Minnesota's St. Paul Campus. Please mark your calendars!

Attached is the summary for the spring conference which was held in May at Cragun's. We just got a final bill from Cragun's last week. I am still missing two small numbers, but the overall net cost of the conference is just over \$1,800.

Communications Committee

Respectively submitted by: Jim Topie

The Communications Committee met on July 15, 2016. The committee's new name (formally known as Newsletter Committee) was approved February 09, 2016 by MEHA Board of Directors.

Committee Co-Chairs are Angie Cyr, REHS and Lori Green, REHS. Jim Topie, REHS is the other member of this committee. We can always use more members that want to be active with this committee.

Please see the attached document that summarizes the meeting. The main meeting emphasis was clarifying what the committee does and does not do, and who does it. For communications, we strive to provide very current (timely) information. We are looking into doing some updates to create a more uniform look and fresh layout to our communication templates.

We are always seeking submittals and ideas of what to include in our communications. Please send them to: angie.cyr@state.mn.us, lori.green@co.ramsey.mn.us and james.topie@state.mn.us.

The E-Blast News Bulletin are quick EH snippets and include links for further detail. The E-Blast is a benefit of being a member, and is only emailed to current members. The newsletter goes into greater detail and provides people news. The newsletter is a benefit of membership and is emailed to our members, plus posted on our website.

We plan to increase our presence on Facebook. We are looking for someone to do this. If you would like to do so, please let Lori Green, REHS know.

MEHA Newsletter deadline: The deadline for the next MEHA newsletter is Sept. 1, 2016. Our newsletter team is always looking for articles of interest, upcoming events, and photos of EH events, people news from members-births, weddings, awards, etc... Please provide your submission to our Communications Committee Co-chair Lori Green, REHS at lori.green@CO.RAMSEY.MN.US, by the end of August.

Discussed: Photo opt outs for online images in MEHA. NEHA does have public decoration of image taking.

Finance Committee

Respectfully Submitted by Lisa Schreifels

The finance committee reviewed the Treasurers report. Copies will be available at the meeting. Finances are safe and sound.

History Committee

Discussion: Future of the history committee.

Legislative Committee

Respectfully submitted by Valerie Gamble

No legislative committee activities have taken place since the last board meeting and spring conference.

Jennifer Lansing from the City of Minneapolis Health Department has graciously agreed to be the co-chair for the committee, thank you Jenni!

Jenni and I met in early June and discussed plans for the upcoming year. We were looking at the possibility of setting up a tour of the Senate Office Building or capitol and prepping for the legislative session that starts in January of 2017.

Membership Committee

Respectfully Submitted by Karen Casale

After the most recent updates we have 387 members. Since the June board meeting we have had 7 new members (1 active, 1 student and 5 junior members), however 46 members lapsed January through July (28 active, 3 retired 14 students and 1 sustaining member). 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 July 31, 2016 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.

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

Discussion: How to have members sign up.

Nominations Committee

Outreach Committee

Respectfully Submitted by: Jesse Harmon

A joint committee meeting between the Marketing & Publicity Committee and the Outreach Committee was held on August 2, 2016. Meeting was attended by Kyle Johnsen, Jeff Brown, Amy Zagar, Caleb Johnson, Kris Keller and Jesse Harmon

Events

We have registered for the Government & Non-Profit Career Fair which is held at the University of Minnesota on October 28, 2016. Re-imbusement/Payment form was sent to Eric on 7/20/16.

We will be registering for the U of M Job & Internship Fair which is held on February 24, 2017. Registration for this event opens September 1, 2016.

We will be researching other possible events to attend. Some possibilities would include career fairs at St. Cloud State and or Bemidji.

We will be putting together a request to be put on the MEHA list seeking interested volunteers to staff these events.

To make setting up our booth easier at events, we will be putting together Go-Bags to be stored at central locations that have everything needed to set up at events. This would include all of our handouts, prizes, talking points, table runners, etc.

We currently do not have any volunteer events schedule but are researching events that may be beneficial for MEHA to get involved in.

Publicity & Marketing Committee

See Above.

Registration Committee

Respectfully Submitted by: Frank Sedzielarz

Registration Committee Report for August, 2016

We had on study session last month, on 7/26/16. Our next study sessions will be on Wednesday, 8/24/16, scheduled for 12:00-3:00pm, at the Fridley Community Center, 6085 7th Ave., NE in Fridley, MN, room #107. We will be covering Radiation Protection.

Two MEHA shirts have been purchased for study session training cadre/Registration Committee members Frank Sedzielarz and Doug Edson. The shirts will be worn during the training sessions to make participants aware that the sessions are sponsored by MEHA.

Resolutions Committee

No Report Submitted.

Scholarship Committee

Respectfully Submitted by: Jill Debrito

No Scholarship Committee activities took place since the last board meeting.

The annual U of M School of Public Health grad student orientation MLO Scholarship informational presentation will take place on 8/31/16 – 9/1/16 at the U of M.

The committee will be appointing a new trustee in September to replace Caleb Johnson.

Student Committee

Respectfully submitted by Laura M. Suppes

There has been no activity by the student committee since the last meeting.

Technology Committee

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

The Technology Committee has not met since the last board meeting.

Since June we have continued to fix errors on the web page, and added the option to submit a job posting via the website.

We have posted: about 9 job posting blasts in the last 2 months and our members are opening 55% of those emails, and clicking on the link some 25% of the time.

Excluding the home page our top 3 pages are career postings, membership, and the MEHA conference pages.

Old Business

1. President NEHA Fees
 - a. Discussion about previous meeting's discussion.
 - b. NEHA has set a requirement that in order to have a Merit award the MEHA President must be a NEHA member.
 - c. We have difficulty finding members to run for president.
 - d. Sadie moves to add text as outlined in 13.1 as discussed by the board and to add to the PnP that the president and president elect to have their NEHA membership fees paid for as needed as part of the President's budget and the President's elect's budget. The exact text will be decided and presented by the secretary at the next meeting Nicole H. seconded the motion. The motion carries.
2. Gift basket to WEHA update
 - a. Gift basket has been made up for the Wisconsin Environmental Health Association.

New Business

1. Scholarship Trustee-Committee Recommendation of Appointment
 - a. Caleb J: a person has obtained approval from their supervisor. The scholarship committee recommends Amy Saupe for the position.
2. Upcoming conferences reminder / update
 - a. Caleb J: presented information about the conference venue and some possible networking activities.
3. Remote meeting attendance using technology for board members
 - a. Caleb J: presented: How does the board feel about electronic meeting attendance.
 - b. Some facilities may or may not allow this.
4. Subsidizing of MEHA Fall conference, committee chairs.
 - a. Tabled for the next meeting
5. Board member orientation
 - a. How and when should new board members be educated on job duties?
6. Google docs Demo
 - a. Given by Ryan

Announcements

1. No Announcements.

Upcoming Meetings

October 11th 2016, 11:30 AM, 2nd floor Bloomington.

Adjourn

Meeting Adjourned at 2:40 PM Kris moved, Nicole Seconded the motion, the motion carries.