Call to Order
Meeting called to order at 11:35 AM

Quorum: 6 of 11.

<table>
<thead>
<tr>
<th>President</th>
<th>Jeff Luedeman</th>
<th>Present</th>
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<tbody>
<tr>
<td>First Past President:</td>
<td>Sadie Pulk</td>
<td>Present</td>
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<tr>
<td>Second Past President:</td>
<td>James Topie</td>
<td>Present</td>
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<tr>
<td>Vice President</td>
<td>Caleb Johnson</td>
<td>Present</td>
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<tr>
<td>President-Elect:</td>
<td>Nicole Hedeen</td>
<td>Present</td>
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<tr>
<td>Member at Large:</td>
<td>Amy Zagar</td>
<td>Present</td>
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<tr>
<td>First Year Director:</td>
<td>Jesse Harmon</td>
<td>Present</td>
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<tr>
<td>Second Year Director:</td>
<td>Valerie Gamble</td>
<td>Present</td>
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<tr>
<td>Third Year Director:</td>
<td>Kris Keller</td>
<td>Present</td>
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<tr>
<td>Secretary</td>
<td>Ryan Lee</td>
<td>Present</td>
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<tr>
<td>Treasurer</td>
<td>Eric Freihammer</td>
<td>Present</td>
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Introductions – Non Board Members
Karen Casale – Membership Committee
Patrick Kuisle – Hennepin County
Jesse Hennes – Tech Committee
Jessica Jutz – Conference Planning Committee

Agenda Approval
James Topie moves to adopt the agenda, Sadie Pulk seconds the motion, and the motion carries.
**Secretary’s Report**
MEHA non-profit renewed with the secretary of state.
MEHA minutes amended
Caleb Johnson moves to approve the minutes, Jesse Harmon seconds. The motion carries.

**Treasurer’s Report**
Report provided by Erik. Redacted.
Nicole Hedeen moves to support the transfer of a cd to checking. Caleb Johnson seconds the motion.
The Motion carries.

**President’s Report**
President thanks those who are helping to plan the NEHA Regional Conference coming up next fall.

**President-Elect’s Report**
Strategic directions report from Nicole.
Discussion of changes to strategic direction.

Meeting Recessed until 1:00 PM by the president.
Reconvened at 1:10 PM

**Committee Reports**

**Awards Committee**
Respectfully Submitted by: Jim Topie

During the December 13, 2016 MEHA Board meeting, we will seek nominations for the following two award categories:
Honorary membership Award (up to two per year), and
Lifetime membership Award

**ARTICLE III – Membership**
Section 4. Honorary membership may be conferred upon any person for distinguished achievement or service for public benefit by a two-thirds (2/3) vote of the Board of Directors.
Section 9. Life membership may be conferred on any previously Active member upon a unanimous vote by the Board.

Communications Committee initially included announcement of nominations being sought for our four award categories in the December 09 MEHA E-Blast News Bulletin. The announcement including links to those applications. For some reason the links did not work, so the announcement will be made in the next E-Blast.

Upcoming activity will be to: Work with Technology Committee to post most current award nomination forms on the website in a manner that would not need to be updated on a yearly basis (Technology Committee suggestion).
Ryan Lee Moves that 22.2 shall be altered to state that the board with a 2/3rds vote may award an honorary membership at any MEHA sponsored conference. Jesse Harmon Seconds. The motion carries.

Caleb Johnson moves that Ed Elinger M.D. be awarded an honorary membership. Amy Zagar seconded the motion. The motion carried unanimously.

Nicole Hedeen moves to award a lifetime membership awards at the winter conference Ph.D Schnider Kris Seconds the motion. The motion carries unanimously.

**Conference Planning Committee**
Respectfully Submitted by: Jessica Jutz, Michelle Messer, and Tessa Whitemarsh
The conference planning committee has been busy putting the finishing touches on the winter conference. We have a full agenda (attached) with experts speaking on a variety of subjects. We will be hosting a poster session once again for students to show us their research.

The spring conference will be held May 11-12th at Ruttger’s Bay Lake Lodge in Deerwood, MN. We are accepting proposals for presentations at this conference- the deadline is February 22nd.

The committee has also been part of the planning for the NEHA Region 4/FDA Central Region Seminar which will be September 19-21st in Minneapolis at the Commons Hotel. There is a large ad hoc committee working to pull this conference together. We are also accepting proposals for presentations at this conference- the deadline to apply is April 1st. The application is available on our website. Make sure to attend this great event. A save the date to print and post in your office is attached.

Attached you will also find the final registration summary from the fall conference held in Duluth. We had a net profit of $181.95.

**Communications Committee**
James Topie: provided information at the meeting.

**Finance Committee**
Respectfully Submitted by: Lisa Schreifels and Dan Disrud
The Finance Committee met on December 6, 2016 to review recent transactions, banking documents, account spreadsheets, anticipated activities impacting funds, budget status, and the draft Treasurer’s Report.

MEHA is currently in good financial shape and records are well maintained to show that status.

The Finance Committee recommends that the Board review spend-down initiatives to ensure that adequate funds are available to pay for up-front costs associated with hosting the NEHA Region 4 Conference and the FDA Food Safety Seminar in 2017.

**History Committee**
No Report.
**Legislative Committee**
Valerie Gamble: gave an in meeting update. Working on capitol tours and the upcoming session bill following.

**Membership Committee**
Respectfully Submitted by Karen Casale and Dan Disrud

After the most recent updates we have 432 members (412 when the November lapsed members are removed). Since the October board meeting we have added 17 new members (2 active and 15 student members), however 55 members lapsed January through October (30 active, 2 retired 22 students and 1 sustaining member). The process used for the student orientations and the U of M career fair went very well. We need to emphasize the students use their school email addresses for student verification.

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, 2016 and November 30, 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.

**Nominations Committee**
Respectfully submitted by: Sadie Pulk
Sadie is continuing to reach out to potential candidates. She asks the Board/committee to continue to pass on contacts who could be good candidates to ensure a variety of backgrounds are considered. Nominations will be presented at our next meeting for the board to approve candidates to run.

**Outreach Committee**
See new business.

**Publicity & Marketing Committee**
Respectfully Submitted by: Jeff Brown
The Marketing & Publicity and Outreach Committees last met on November 16th, 2016. Those present at the meeting included: Kyle Johnsen, Jeff Brown, Amy Zagar, Caleb Johnson, Kris Keller and Jesse Harmon.

MEHA representation at recent events:
University of Minnesota Government and Non-Profit Career Fair – October 28th.

MEHA representation at upcoming events:
University of Minnesota Job and Internship Fair – February 24, 2017
Environmental Internship & Career Fair – February 8, 2017

Marketing and Publicity Goals for 2017:
- Utilize roster of members interested in M & P Committee to recruit additional members to join committee.
- Continue to refine toolkit to make attending events simpler for MEHA representatives.
- Organize volunteer event for membership.
- Organize representation at a minimum of 3 job/career fairs. Looking to expand to additional colleges/universities if possible.

The Marketing & Publicity and Outreach Committee have discussed whether or not it would be beneficial to merge our committees into one or keep the committees separate. We have decided that it would be more beneficial to MEHA to keep the committees separate,

Nicole moves, to add 15$ to the Marketing and Publicity Committee budget and Val gamble 2nds the motion. The motion carries.

**Registration Committee**
Respectfully submitted by: Frank Sedzierlarz
The Registration Committee conducted a RS/REHS Study Session on 12/7/2016, at the Fridley Community Center (FCC), 6085 7th Ave., NE in Fridley, MN. The topic covered was Pools. A January session is scheduled for 1/24/2017 at the FCC. We will be covering Housing inspection.

**Resolutions Committee**
Respectfully Submitted by: Ryan Lee
Resolutions is working on planning a date to review the PnP with the vice-president.

**Scholarship Committee**
No Report submitted. Caleb indicated that they have received several applications for scholarships at this time.

**Student Committee**
Respectfully Submitted by: Laura M. Suppes
The Student Committee is currently recruiting professionals and students to participate in the MEHA mentor program at the 2017 winter conference. To date, 9 professionals and 4 students have signed-up for the program. The registration deadline is December 18, but may be extended if student enrollment remains low. A reminder will be sent to participating schools this week about the registration deadline.

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

The Technology Committee last met on October 18th to discuss general website updates. We have had the opportunity to welcome a new member Nicole Olson to the team.

We have had over 2100 Page views during the last month on the MEHA website, and over 500 unique users.

Additionally a temporary outage in the MEHA Job Posting submission form has been resolved.
Old Business

New Business

1. Award Committee requesting nominations during meeting for:
   Honorary membership Award (up to two per year)
   Lifetime membership Award.
   a. Completed above.
2. Social Media Volunteer
   a. Completed above.
3. New Zealand Ad Hoc committee recommendations on international collaboration opportunities
4. MEHA Board Meeting Schedule 2016-2017
   Jeff L. Moves to have board meetings moved to the 2nd Wednesday of the month for the June 2017- FEB 2018 MEHA board schedule. Caleb 2nds the motion. The motion carries.
5. Membership Dues Fee Increase
   a. Tabled for the next meeting.
6. Memo Reguarding MEHA Marketing and Publicity and Outreach Committee
   a. Discussed above.

Announcements

Upcoming Meetings
The next meeting will be February 14th, 2016
2nd floor Haeg Conference Room
1800 West Old Shakopee Rd City of Bloomington.

Adjourn
The meeting was adjourned at: 3:00 PM