



Draft MEHA Board Meeting Minutes

December 13th, 2016

2nd floor Haeg Conference Room
1800 West Old Shakopee Rd City of Bloomington.

Call to Order

Meeting called to order at 11:35 AM

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	Present
Second Year Director:	Valerie Gamble	Present
Third Year Director:	Kris Keller	Present
Secretary:	Ryan Lee	Present
Treasurer:	Eric Freihammer	Present

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 Hedeem 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 Hedeem 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 Regarding 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
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Adjourn

The meeting was adjourned at: 3:00 PM