

**MEHA BOARD MINUTES**

February 9th 2016

11:30 to 3:30 PM

1800 West Old Shakopee Road

Bloomington, MN 55431

# Call to Order

**Quorum:** 6 of 11.

**President:** Sadie Pulk

**First Past President:** James Topie

**Second Past President:** Kim Carlton

**Member at Large:** Greg Abel

**Third Year Director:** Sharon Smith

**Vice President:** Nicole Hedeen

**President-Elect:** Jeff Luedeman

**First Year Director:** Valerie Gamble

**Secretary:** Ryan Lee

**Second Year Director:** Kris Keller

**Treasurer:** Eric Freihammer

# Housekeeping

* Meeting Called to Order at: 11:38 AM

# Introductions

Sadie Pulk: President, Target Corp

Jim Topie: First Past President, MDH

Kim Carlton: Second Past President, MDH

Nicole Hedeen: Vice President, MDH

Ryan Lee: Secretary, MDH

Kris Keller: Second Year Director, Washington County

Eric Freihammer: Treasurer, MDH

Valerie Gamble: First Year Director, MDA

Sharon Smith: Third Year Director,

Caleb Johnson:

Karen Casale: Membership Committee

Jessica Jutz: Conference Committee, Bloomington

Jeff Brown: Publicity

Kyle Johnson:

Amy Zagar: Hennepin County

# Agenda Approval

Ryan moves to approve the agenda, Valarie seconds, the motion carries.

# Secretary’s Report

Review of December 8th Minutes. Ryan Moves to accept the minutes, Nicole seconds, and the motion carries with the time added of adjournment 3:00 PM December meeting.

# Treasurer’s Report

Not too much activity, most expenses will be on the next report. Report submitted in paper to the board.

Kim moves to approve the treasure’s report, Ryan seconds the motion. The motion carries.

# President’s Report

Thanks to the conference planning committee for the great Winter Conference.

Some thank you correspondence was shared.

Google drive is now being used. And more information will be put on there.

Next meeting will the April Luncheon meeting. Information forthcoming, April 12th is the date.

# President-Elect’s Report

-no report-

# Committee Reports

## Awards Committee

Respectfully submitted by Kim Carton:

 To date, zero nominations have been received for any of the MEHA awards. Nominations are due March 1.

Award criteria and nomination forms are available on the MEHA website.

<http://www.mehaonline.org/members/awards-committee>

[Frank A. Staffenson Environmental Health Professional of the Year Award](http://www.mehaonline.org/sites/mehaonline.org/files/documents/Staffenson%20Award%20Nomination%202016.docx)

This award is presented to the MEHA member who has performed an outstanding accomplishment that significantly contributes to the development, expansion, or advancement of environmental health or performed a service that has produced a positive benefit to the profession as a whole. This individual must have been an active member of the Association for at least 5 years and have been active in the field of Public Health for at least 10 years. Click here for information about Frank Staffenson and a list of past recipients.

[Emerging Professional Award](http://www.mehaonline.org/sites/mehaonline.org/files/documents/Emerging%20Professionals%20Award%20Nomination%202016.docx)

This award is presented to the MEHA member who has earned the respect of peers for outstanding service in the promotion of and contribution to the EH profession, demonstrates an extraordinary dedication to Environmental Health, contributes to the advancement of the Environmental Health profession, and actively participates in MEHA activities. The candidate must have not more than 5 years professional experience in Environmental Health.

[Merit Award](http://www.mehaonline.org/sites/mehaonline.org/files/documents/Merit%20Award%20Nomination%202016_0.docx)

This award is given to one or more individuals or an organization for outstanding service to the Association.  The recipient(s) may be either a MEHA member or a non-member.

One emerging professional Nomination – in meeting update-

## Conference Planning Committee

Respectfully submitted by Jessica Jutz, Sharon Smith, and Tessa Whitemarsh

The Winter Conference was held on Thursday, January 28th in St. Paul at the University of Minnesota’s Continuing Education and Conference Center.  There were 206 registrants for the event.  Please refer to the attached registration summary for the financial information on the conference.  The document entitled Evaluation Comments attached has the results from our evaluation questionnaire.  The overwhelming majority of people who turned in their surveys were satisfied or very satisfied with the conference.

The Spring Conference will be May 11-13 at Cragun’s Resort in Brainerd.  There is currently an invitation to submit presentation proposals on the MEHA website.  Applications are due February 22nd and at this point we have received one application.  Please spread the word that we are looking for speakers.  Also, please refer to question 5 on the Evaluation Comments document for suggestions of future topics and let us know if you have any speakers in mind.

The fall conference will be held in Duluth in October.

**Discussion by board**: Conference Fees Discussion for upcoming Spring Conference. Board weighed membership fees and conference fees vs membership / conference expenditures. **Action Item**: to see a history of finances to better project the long term budget. Also the conference committee should share the conference cost. This will be shared for better information about registration fees for the spring conference.

## Finance Committee

Respectfully submitted by Lisa Schreifels.

The Finance Committee reviewed the Treasurer’s statements for Dec-Jan. Everything was accounted for.

The statements will be presented to the board by the Treasurer.

##  History Committee

Respectfully Submitted by Michelle Messer

An email was sent to the MEHA Board in December requesting information on who is storing historical items for our association to determine storage needs. I will report to the response that was received to the Board.

Petrona and I continue to brainstorm on how to proceed with the information we have been gathering regarding the history of the Environmental Health programs throughout the state. We would like to have something to show at the spring MEHA conference.

History Storage document has been created

## Legislative Committee

Information in New Business

## Membership Committee

Respectfully submitted by Karen Casale and Dan Disrud

After the most recent updates we have 401 members (375 when the January lapsed members are removed). Since the December board meeting we have had 23 new members (11 active 11 students and 1 junior member), however 47 members lapsed November through January (28 active, 3 retired and 16 students). 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 January 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. We are continuing to develop correspondence to lapsed members to encourage renewal.

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

## Newsletter Committee

Respectfully submitted by: Lori Green

The late fall issue of the newsletter was posted to the membership last week (Thank you Kim).  Biographies for candidates running for positions on the MEHA board are due by February 29, 2016 as the newsletter has to be posted before March 15, 2016 (before ballots go out).

I do have an article that was submitted by Lesli Haines regarding the NEHA conference she attended last year that I was not able to get formatted into the last issue but will work with our IT person to include it in this issue.  Lastly, please send me any people news (births, weddings, deaths, promotions, awards) regarding members.

## Nominations Committee

Respectfully submitted by: Jim Topie

We will have these openings on the MEHA Board of Directors:

Member-at-Large (one year commitment)

First Year Director (three year commitment)

Vice President (five year commitment)

An announcement was made at our Winter Conference requesting nominations. The ballot for MEHA board elections is nicely filled.

The slate of candidates will be presented at the board meeting for approval on 2/09/16.

Comments on how having a more descriptive list of board member duties could be useful.

President asks for further nominations.

Kim asks about treasurer and secretary and succession.

The president motions to accept the nominations, \_\_\_ Moves, and Nicole seconds the motion to accept the nominations. The motion carries.

## Outreach Committee

Jim talked about an outline for what board members do. So what should each committee do such as when is the budget due, and there is limited to no documentation as to when things are due.

Google calendar was thrown out as an idea for keeping dates posted in a streamline way.

Outline for new members might be useful.

Plan to order swag for conferences and outreach (pens, hats, etc).

Does the vendor letter need to be passed through another committee prior to posting? Conference committee needs to know if someone is coming so space can be provided.

Is the fee for the vendors to high?

## Publicity & Marketing Committee

Respectfully submitted by Jeff Brown

 The Marketing & Publicity and Outreach Committees held a joint meeting on February 2nd.

MEHA representation at upcoming events:

Feb. 5th- UW - Lacrosse

Feb. 19th – University of Minnesota Job and Internship Fair

Feb, 17th- UW – Eau Claire

Open Arms volunteer event: April 21st.

The Committees discussed setting goals for 2016:

Career Fair Attendance: 3-5 per year

* Recruit additional members to Join Marketing and Outreach Committees and to participate in career fair events.
* Create comprehensive list of colleges/university career fairs.
* Create new brochure to hand out at events.
* Create toolkit to make attending events simpler for MEHA representatives.

Create Social Committee, conduct joint meetings with Publicity/Marketing and Outreach.

Update/clarify Publicity and Marketing Committee definition and goals.

The Marketing/Publicity Committee, along with the Outreach Committee, anticipates an active 2016 in an effort to engage current, potential, and future MEHA members.

What is the organizational liability for MEHA sponsored events? Was brought up, Erik will be looking into this.

Also photo release forms.

How much outreach and to whom? Private industry?
Answer from president, as much as the committee wishes to.

How do we sell MEHA to outside individuals or companies? What is our value statement?

Does a job fair constitute a free sign up opportunity for students.

## Registration Committee

Respectfully submitted by Frank Sedzielarz

Our RS/REHS study sessions are continuing at the Fridley Community Center in Fridley, MN. We conducted two study sessions in January, on

1/5 and 1/19/2016. We are currently planning a single session for February, on 2/16/2016.

## Resolutions Committee

No Report Submitted

## Scholarship Committee

Respectfully submitted by Caleb Johnson

The scholarship committee received two applications for the Northstar scholarship and three applications for the Mary Lauren Olson scholarship.

Awardee selection took place on 1/14/2016; scholarship trustees Flueger, DeBrito, and Johnson were unanimous in their selections and were in concurrence with MLO recommendations by staff at the University of Minnesota-School of Public Health.

Members of the scholarship committee (trustees Flueger and Johnson, and board of directors scholarship committee liaison and Vice President Nicole Hedeen) presented the 2015 MLO and Northstar scholarships at the MEHA Winter conference on 1/28/16.

The MLO scholarship award, for $2000, was awarded to Disi Tian, doctoral student from the U of M Division of Environmental Health Sciences.

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.

## Student Committee

Respectfully submitted by Larua Suppes

Nineteen students and 17 professionals signed up for the MEHA winter conference mentor program January 28, 2016. Enrollment in the mentor program increased by 12 participants from 2015. Five students were from St. Catherine University, 2 from the University of Minnesota, and 12 from the University of Wisconsin – Eau Claire.

## Technology Committee

Respectfully submitted by Kim Carlton, Jesse Hennes, and Ryan Lee

The committee met on 2/3/16 to discuss progress on the website project. We are seeking input from committees regarding their desire for their own pages on the site. Currently, only Legislative and Awards have their own dedicated pages.

The update to the site, new hosting agreement, etc. will be much less expensive than in the past, so the committee anticipates spending some of the previously approved budget on stock photography and a site template.

A proposal for electronic ballots was received from Simply Voting (attached). The committee will be discussing it at the meeting.

Analytics for web traffic are attached.

# Old Business

# New Business

1. Newsletter / e-blast discussion
	1. This was discussed.
	2. No separate committee needed at this time for the project.
	3. Add a section about who / what committee is responsible for the e-blast information? This could be part of the newsletter committee.
	4. Kim motions to approve newsletter to communications committee, Jim seconds, the motion passes.
2. E-ballots simply voting
	1. Document sent around to review.
	2. 200 for electronic, and 200 extra for paper, seeking input from board on how to proceed.
	3. MOTION: Sharon Smith motion and Kris Seconds the motion, the motion carries.
3. Website – seeking input from board and members
	1. Seeking information for web design
	2. When do we want to flip to the new site. March or May
4. NEHA - Scholarship 13.03
	1. We should provide a scholarship for an upcoming NEHA scholarship.
5. Asthma Bill
	1. Groups interested in having MEHA back them. House file 1453, senate 1437. Are we interested in sponsoring or back a bill? We can pass on information but cannot sponsor or support specific bills.
	2. We were also asked to support with the clean power plant. See above answer.
	3. We can track bills.
6. MEHA and climate change representative MPHA annual conference
	1. EH and climate change.
	2. Do we want to send out a representative to a climate change conference? This is a panel discussion.
	3. Further discussion topic: MEHA and positions
7. Policies and procedures review
	1. Changes made to the PnP presented by Nicole.
	2. Kim moves, Jim seconds the motion to approve the changes to the pnp as amended by Sharon. The motion passes. PnP to be updated by secretary and posted online by tech committee.
8. Social committee
	1. Creation of a new activity around social activities for membership engagement themselves.
	2. Helping other committee’s setup networking activities.
	3. Have two events a year
		1. A non for profit, clean up, or charity event.
		2. A purely social event, sport, or music or other activity.
	4. Action Item: Review strategic direction and PnP and seeing if roles already exist, and use this as the basis for discussion the role of a new committee.
	5. Networking thrown out as another name of the committee.
	6. Potential merger may be discussed by the relevant committees.

# Announcements

1. Kim: Requesting volunteers for the science fair. Deadline by end of next week. All day, Prejudging breakfast 8:00 lasts until 1-2:00

## Upcoming Meetings

April 12, 2016, luncheon meeting, place TBD.

# Adjourn

The meeting was adjourned at 2:22PM