

MEHA Board Meeting Minutes  
February 14, 2012

The meeting was called to order by President Rob Carper at 11:34 am. The following Board members were present: Dan Disrud, John Tracy, Kim Carlton, Laura Huseby (arrived 11:50 am), Solvei Wilmot (arrived 11:50 am), Molly Wellens, Kyle Johnsen and Angie Cyr. The following members were present: Karen Casale, Sharon Smith Manny Camilon, Tim Jenkins, Nicole Koktavy and Tom Messina.

**Agenda**

President Rob Carper asked the board to review the agenda. The discussion of Regonline was added to the Treasurers Report. M/S/P Tracy/Johnsen to approve the meeting agenda as revised.

**Replacement of Robert Servian's Position**

Robert Servian has resigned from the Board. M/S/P Carlton/Disrud to appoint Angie Cyr to fill his position.

**Secretary's Report**

The minutes from the December 13, 2011 "Old Business" item "Mission Statement" last sentence was corrected as follows:

"Dan and Kim will proceed with a review of the objectives."

M/S/P Disrud/Carlton to approve the minutes from December 13, 2011 as corrected.

**MEHA Code of Ethics Ad Hoc committee Report**

Tim Jenkins presented a draft Code of Ethics and fact sheet to the Board. The goal is to promote collaboration, unity and communication. The committee is seeking input, direction and feedback on the documents. Dan Disrud commented that the documents are a compilation of the values of the ad-hoc committee members and is supportive with the strategic plan. President Carper asked the committee to present more ideas on the vision of where this will fit in. It was suggested that there could be a check off on the membership application and renewal indicating that they have read the Code of Ethics. The documents will be emailed to the Board. Please review the documents and provide feedback to Tim.

**Treasurer's Report**

John Tracy handed out and discussed the financial report. It was noted that the payment to Esosoft was for the second listserv that MEHA has. M/S/P Disrud/Wilmot to accept the Treasurer's Report.

John Tracy indicated that there are some issues with Regonline. The monthly online invoice doesn't match the membership sign-ins. He also wanted to make the Board aware that the Association debit card is connected to Regonline. There was general discussion about providing instructions for renewing memberships. Members are creating more than one account. John indicated that he may resign from his position due to the increase in his workload caused by the system. President Carper asked that representatives from the Technology, Membership and Conference Committee's meet with the Treasurer to decide how to proceed. Kim Carlton will organize the meeting. John Tracy indicated that we need to come up with a list of questions and email it to Regonline since they are from California. It was discussed that if we are not satisfied with Regonline and need to switch companies, that is what we should do. E-commerce is important to the Board. The group will report back to the Board at the April meeting. John Tracy requested a copy of the Regonline contract. Kim Carlton will get this from Joe Hibberd.

### **President's Report**

President Carper indicated that it is his goal that the Board will keep evolving and moving things forward. There are challenges with new things. We need others to help us. We need energy. It is a challenge. There was discussion about some of the terminology used in the last newsletter. Those that spoke were understanding and not offended. There was general consensus that this was best dealt with on a one on one basis.

### **Committee Reports**

*Awards* – No report at this time.

*Conference Planning* – Sharon reported that the committee is meeting to begin planning the spring conference. The report was emailed to the Board. There are currently 110 individuals signed up for the winter conference.

*Student* – No report at this time.

*Finance* – The report was emailed. John Tracy reported that Lisa Schreifels signed off on the Treasurer's report. The budget forms will be emailed out soon.

*History* – Manny Camilon handed out his report. He recently reviewed the duties of the committee. He would like committee members to submit any materials to him to review before they are purged according to the retention schedules. The time capsule has been sealed. It was suggested that a countdown clock for when it is to be opened be added to the website. Kim will explore this option.

*Legislative* – The report was emailed. There was some concern that there are no committee members. Please suggest additional members to Bette Packer.

*Membership* – The report was emailed. There are several lapsed members. We need to give better directions when doing their renewals online.

*Newsletter* – Information for the next newsletter is due March 1, 2012.

*Nominations* – Angie Cyr reported on the candidates for election. M/S/P Johnsen/Wilmot to approve the list of candidates that was presented.

*Publicity and Marketing* – Tom Messina researched the mission and vision statement. A marketing plan flowchart was handed out and discussed. It was noted that the objectives will help drive the marketing. The Student Committee has indicated that they may be able to help with surveys.

*Outreach* – Kyle Johnsen reported that the STEM conference is being handled by St. Cloud staff. He is interested in a capitol day and would like more information. It was suggested that we formalize meeting legislators and could possibly be there on the same day another public health related group was there. He will contact Bette Packer, Legislative Committee.

*Registration* – No report at this time. It was suggested that an email be sent to the membership in response to MDH announcement that the rules are being revised. Chris Forslund is planning on doing this.

*Resolutions* –No report at this time.

*Technology* –No report at this time.

*Scholarship* – Nicole Koktavy reported that the annual scholarship recipient has been selected. The award will be presented at the winter conference. The committee will be soliciting raffle donations for the spring conference.

### **Objectives**

The group had a work session today. Dan Disrud discussed two proposals. M/S/P Tracy/Johnsen to adopt the first proposal. This proposal will need to be approved by the membership at the annual meeting since it will result in a change to the by-laws. Angie Cyr will help with the membership notification process.

### **President-Elect's Report: Strategic Plan**

President-Elect Disrud reviewed the plan. The current plan is valid through 2012 so we will need to begin updating the plan. It needs to be relevant. Is what is on the plan relevant? Are we doing it? Is it feasible? The action steps need to be evaluated. He will be forming a committee to develop the 2013-2015 plan.

### **Old Business**

None

### **New Business**

*Policy & Procedure Manual Revision* – The summary of the changes to the Policy & Procedure Manual was reviewed by Kim Carlton. There was discussion on the Institutional membership category. No changes will be made at this time. It was decided that this will be a future discussion topic. M/S/P Huseby/Tracy to accept the amended Policy & Procedure Manual and post it on the website with the by-laws. The final version will be emailed to the Board.

*Governors Proclamation* – President Carper asked what the timeline was for obtaining the proclamation. No one present was aware of the process. Angie Cyr was asked to discuss this with Joe Hibberd.

### **Announcements**

- Kim Carlton reported that the science fair will be held in March. She has had offers from five individuals to be judges.
- The MEHA to NEHA scholarship is a task of the Third Year Director. Kim Carlton will send the application to Solvei Wilmot so she can begin this process.

- John Tracy reported that he has standard forms for reimbursement. He will distribute them on the Board listserv and will have them posted on the website.

The next meeting will be held on April 10, 2012 at Rudy's Redeye Grill in White Bear Lake at 11:30 am.

M/S/P Carlton/Wilmot to adjourn the meeting at 2:37 pm.

Respectfully submitted,

Angie Cyr