



**MEHA Draft Board Minutes  
Monday, June 7<sup>th</sup> 2016**

City of Bloomington, McLeod Conference room at 11:30 AM.

**Call to Order**

**Quorum:** 6 of 11.

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

**Introductions**

Meeting Called to order at 11:41AM by Nicole Hedeem

Jesse Hennes – Technology Committee  
Eric Freihammer – Treasurer  
Jesse Harmon – First Year Director  
Ryan Lee – Secretary  
Nicole Hedeem – President-Elect  
Michelle Messer - Conference Planning  
Angie Cyr – Communications Committee  
Jessica Jutz – Conference Planning  
Lisa Schreifels - Finance Committee  
Amy Zagar – Member at Large  
Valerie Gamble – Third Year Director  
Caleb Johnson – Vice President  
Sadie Pulk – First Past President  
Karen Casale - Membership  
James Topie – Second Past President

## **Agenda Approval**

Ryan L. moves to have the board accept Eric F. as treasurer. Valerie G. seconds the motion. The motion carries.

Caleb J. moves to adopt the agenda. Jesses Harmon seconds the motion to approve the agenda. The motion carries.

## **Secretary's Report**

PnP to be updated.

Secretary's notes on changes to the PnP.

Notes on how to access member training documents.

April 11<sup>th</sup> meeting minutes.

Jim T. moves to adopt the April minutes. Ryan L. seconds the motion. The motion carries.

## **Treasurer's Report**

Eric discussed the financial state of the organization. He is breaking down the source of income for the organization. There was a difference in the scholarship submitted balance vs what Eric put into the checking account.

Threshold for the organization funds.

Discussion on looking at the inflow outflows of the budget, and the future of the organization in relation to that.

Ryan L. moves to accept the treasurer's report. Caleb J. seconds the motion. The motion carries.

## **President's Report**

Jeff is unable to attend, and he is looking forward to this next year and our strategic directions.

## **President-Elect's Report**

Nicole will be attending NEHA with Kim C. next week. In the next month or so she plans on reaching out to the committees and seeing what their goals for the year are. With a hope to a report at the August board meeting.

## **Committee Reports**

### **Awards Committee**

Three awards were provided:

- Merit Award to: Lisa Schreifels and James Topie
- Emerging Professional Award to: Ryan Lee
- Frank A. Staffenson Environmental Health Professional of the Year Award to: Shannon Rohr

Action sheet updated for Google Drive.

### **Conference Planning Committee**

Sharon Smith left the committee, she is now the regional NEHA president. Michelle Messer is joining the committee. And more information provided soon. Attendance was 145 People registered for the spring conference. Jim brought up the chart of conferences and the attendance each year for conferences.

### **Finance Committee**

Included in the Treasurer's Report.

### **History Committee**

Respectfully submitted by Michelle Messer

No activity on the History Committee. Michelle will be departing from the History Committee and moving to the Conference Planning Committee.

### **Legislative Committee**

Respectfully Submitted by Valerie Gamble

The Legislative Committee would like to thank Colleen Paulus for her work as the Legislative Committee co-chair, and I have a meeting set up this week with a potential new co-chair.

### **Membership Committee**

Respectfully Submitted by Karen Casale and Dan Disrud

After the most recent updates we have 383 members (378 when the May lapsed members are removed). Since the April board meeting we have had 6 new members (4 active 2 sustaining members), however 42 members lapsed January through April (24 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 May 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.

Waiting to have new artwork from sustaining members so that they can have their picture on the website.

Discussed how to sign up students for events via a technology angle.

### **Communications Committee**

Next newsletter will be out in September.

### **Nominations Committee**

No report.

### **Outreach Committee**

Amy: no activity since the last board meeting

## Publicity & Marketing Committee

Jesse Harmon No recent activity. Was at a recent government job fair, and plan on attending the upcoming Uof M Job fair. University of River Falls about their career fair.

## Registration Committee

Frank had submitted report, June 14<sup>th</sup> and 28<sup>th</sup> body art and biomedical inspections

## Resolutions Committee

No report.

## Scholarship Committee

Respectfully Submitted by: Caleb Johnson:

The Scholarship Committee had a successful spring conference! The winners of the Mary Lauren Olson (MLO) Memorial Golf Tournament were Paul Briggs of Tennant Company and Dan Roth of Advantage Coating. The winners of the Bean Bag Tournament were Rob Carper of Northern Sun Consulting and Jen Parnes from the Minnesota Department of Agriculture.

The following is a summary of the committee's fundraising activities from the spring conference:

### MLO

Raffle	\$1,797.00
Golf Tourney	\$ 616.90
<u>½ Vendor fees</u>	<u>\$ 475.00</u>
<b>Total</b>	<b>\$2,888.90</b>

### Northstar

Bean Bag tourney	\$409.00
Trivia	\$ 28.00
<u>Pass the Hat</u>	<u>\$103.00</u>
<b>Total</b>	<b>\$540.00</b>

Discussion on state of MLO funding and Northstar sustainability.

## Student Committee

No recent activity has occurred.

## Technology Committee

Respectfully submitted by Jesse Hennes

Technology Committee the MEHA website has been successfully transitioned to being hosted by Word Press. We are still working on troubleshooting and ironing out how to improve features that weren't available to us before through Electric Citizen.

The Technology Committee met on May 27<sup>th</sup> to discuss improvements to the website. Improvements that were discussed included fixing broken links, adding sustaining member's page, and cleaning up the general aesthetics of the website. Feedback for the new website has been very positive so far, and we look to continue improving it to better serve MEHA members.

Kim and Jesse would like to welcome Ryan Lee as a Co-chair on the Technology Committee. In addition to serving on the board as MEHA Secretary, Ryan has also been on the Technology Committee for the past year. His contributions to the Technology Committee have made him a vital part of the committee moving forward.

Moving toward more pictures and prettying up the site in general.

## Old Business

## New Business

1. Appointment of Treasurer Done above, Eric F Appointed. (See agenda items)
2. MEHA Spring Conference 2017 Bids
  - a. Discussion of bids. Presented my Michelle, 4 bids send in. Craguns, Maddens, Breezy point and Ruttger's Bay Lake.
  - b. Discussion of what to do about Joint Conference with FDA and what to do with Spring Conference. We are committed to the NEHA region 4 (SEPTEMBER). It is Minnesota's turn to host the FDA retail standard meeting.
    - i. Ideas include:
      1. Short Spring Conference
        - a. Discussed tradition, CEUS, Cost for agencies.
        - b. Discussed polling EH managers
      2. Removing the winter conference
      3. Combining NEHA REGION 4 with FDA Retail standard meeting.
    - ii. Discussion of Where to host Spring Conference

Caleb moves that MEHA jointly hold the FDA and REGION 4 NEHA 2017 conference in the Metro Area pending bids and subsidies. With a 3 day FDA and 2 day NEHA track in September. Jesse Harmon seconds the motion. The motion carries.

Sadie moves to have Ruttger's as our 2017 Spring Conference for the 05-10 through 5-12 2017. Jim seconds the motion. The motion carries.

3. Budget Discussion
  - a. Lisa discussed an idea of what an emergency fund should be. Nicole brought up a discussion of budget range of acceptability.
  - b. Budget items discussed
    - i. Awards reduced budget due to lower costs
    - ii. Marketing and publicity
    - iii. Increase the Mentor Program to 750 to cover anticipated expenses.
    - iv. Misc. changes were made during the review.
    - v. Total budget 26,890, and we had an income of 30,000 this year.

Jessie H moves, Valerie G seconds the motion to adopt the budget. The budget passes.

4. Picture of Board Members – done prior to the meeting.
5. Committee Updates
  - a. Discussion of organizational liaisons and contact people on the MEHA contact sheet.
  - b. Names should be updated to suit.
  - c. Change Keith to Sharon Smith

6. WEHA Donations
  - a. Presentations going on in Wisconsin, does MEHA want to donate to WEHA.
  - b. Ryan moves to support WEHA with a donation basket with a value no greater than \$50 consisting of mostly made in Minnesota items. For their conference silent auction. Jim seconds the motion, the motion carries.
7. Upcoming Conferences: Fall 2016 fees, 2017 Winter, 2017 Spring Location dates, 2017 NEHA Regional 4
  - a. Already covered.
8. New Zealand Institute of Environmental Health Outreach
  - a. Caleb talks about New Zealand's FDA equivalent industries settings.
  - b. Valerie moves to adopt an Ad Hoc NZIEH Committee to explore the relationship between MEHA and New Zealand. Jim seconds, the motion carries.
9. NEHA Memberships for presidents / president-elect
  - a. In order for the president to submit something to NEHA they need to be a member.
  - b. Discussion to include in the president's budget a NEHA membership to fulfill their function in the PnP to read the following: MOVE TO OLD BUSINESS FOR NEXT MEETING.

Proposed language: We move to adjust 21.05 to read that  
21.05 Each committee shall work cooperatively with the Finance Committee to develop a budget for the fiscal year. The Finance Chair shall distribute budget forms to Committee Chairs by March 1st. Committee chairs shall submit budget forms to Finance Committee by April 1st

## **Announcements**

### **Upcoming Meetings**

August 9<sup>th</sup> Bloomington.

## **Adjourn**

Caleb moves to adjourn the meeting, Jesse Harmon seconds the meeting is adjourned at 2:52PM