

MINNESOTA
ENVIRONMENTAL
HEALTH
ASSOCIATION



ANNUAL REPORTS
2013 – 2014

Order of Business of the Annual Meeting

- a. Meeting Called to Order
- b. Roll Call of Officers and Directors
- c. Secretary's Report
 1. Approval of last Annual Meeting Minutes
- d. Treasurer's Report
 1. Approval of Annual Treasurer's Report
- e. Reports of Committees
- f. Report on Strategic Direction
- g. Unfinished Business
- h. Outgoing President's Address
- i. Presentation of Gavel to Incoming President
- j. Incoming President's Address
- k. Presentation of Past President Award and Gold Bar to Outgoing President
- l. Report of Election
- m. New Business
- n. Adjournment

The mission of the Minnesota Environmental Health Association is to provide professional development to its members, and education and information to the community, which will maintain and enhance public health and the environment in Minnesota.

MEHA Annual Membership Meeting Minutes
May 10, 2013

The meeting was called to order by President Disrud at 8:32 am.

The roll call of officers was conducted. The following officers were present: Dan Disrud, Kim Carlton, Erin Smilanich, Jeff Luedeman, John Tracy, Angie Cyr, Kyle Johnsen, and Nicole Koktavy.

Secretary's Report

M/S/P Carlton/Casale to approve the Secretary's report.

Treasurers Report

John Tracy spoke about asset goals of \$12,000.00 in checking and \$20,000.00 for balance. MEHA switched from Reg-Online to Wild Apricot this past year and this has helped with financial matters. M/S/P Casale/Pierce to approve the Treasurer's report.

Committee Reports

Awards – Angie Cyr stated that the Frank A. Staffenson award went to Lynn Moore, and the Emerging Professional award went to Nicole Koktavy. Nicole expressed her thanks to MEHA and MDH for the award and for their support while serving on the Board. Merit awards were presented to John Tracy, Kim Carlton, Jessica Jutz, and Tom Messina.

Conference – Jessica Jutz stated that there will not be a MEHA Fall conference this year due to the regularly scheduled NEHA Regional IV conference.

Finance – Lisa Schreifels stated that the committee is assisting the Treasurer. The committee chairs have done a very good job this year with the proposed budget which will be addressed during the Board meeting later today. Copies are available for review.

History – Dan Disrud stated that Manny Camilon had resigned and that the Board is seeking a new committee chair.

Legislative – Dan Disrud indicated there is nothing on the radar for action this year, but the committee is looking to develop talking points.

Membership – Karen Casale stated that the Board switched to Wild Apricot. No street addresses transferred. Karen requested that members update their profiles. Karen also requested that members volunteer for committees. Karen and Dan can assist members in updating their profiles if members will email them with any problems accessing their profiles. MEHA currently has 346 members.

Newsletter – Lori Green stated that the newsletter is published on a quarterly basis. Please forward update information to Lori for the newsletter.

Nominations – Dan Disrud stated that 107 ballots were received and counted.

Outreach – Kyle Johnsen requested volunteers to serve on the Outreach committee. Four vendors attended the MEHA conference. Kyle commented on the Stem Conference and what the committee does.

Publicity and Marketing – No report issued.

Registration – Frank Sedzielarz stated that the committee is continuing with exam study sessions. They have gone to twice monthly study sessions. Five people took the REHS/RS exam and results are pending. Study sessions moved to the City of Fridley after Snelling Office Park closed. In the near future, the committee is looking to expand the program to include field experience and to include subject matter experts to assist with training.

Resolutions – No report issued.

Scholarship – Nicole Koktavy reported that the 2013 Mary Lauren Olson (MLO) Memorial Scholarship was awarded to Jason Kunz. This year the award was \$2000. Jason was introduced by Nicole Koktavy at the 2013 MEHA Winter Conference. As of September 2012, prior to disbursement of the scholarship award, the MLO scholarship had a spendable account balance at the Minnesota Medical Foundation of \$2,690.07. The total balance/endowed value as of September 2012 is \$40,222.45. The 2013 annual golf tournament held at Ruttger's Bay Lake Lodge generated \$373.00 for the MLO scholarship fund (income \$885.00, expenses \$512.00). The 2013 MLO scholarship raffle held at Ruttger's generated \$1,295.00 (\$1,476.00 in sales, \$181.00 expense). The MLO scholarship also receives ½ of any fees collected from the MEHA Spring Conference Booth Rentals as a regular source of scholarship revenue.

Student – No report issued.

Technology – Kim Carlton commented on move to Wild Apricot this past year. The Technology Committee needs more members. Please contact Kim if interested.

The remaining reports will be online.

Strategic Directions

There is a copy of the Strategic Directions in the annual report packet. The Board streamlined the goals this year. We need members to serve on committees to achieve the action steps outlined in the Strategic Directions. This document will now be reviewed annually instead of every other year.

Unfinished Business

None.

Outgoing Presidents Address

President Disrud thanked his employers for their support and thanked the committee chairs and Board members. Dan looks forward to his continued service on the Board in the next couple years. Dan commented on the future role of past presidents developing a mentorship program. He was very appreciative of being able to develop partnerships and friendships with Board Officers.

Presentation of Gavel to Incoming President

President Disrud presented the gavel to incoming President, Kim Carlton.

Incoming Presidents Address

President Carlton thanked Dan Disrud for service on the Board and setting a path to follow. Kim recalled her first MEHA conference in 2002 and since meeting more colleagues/networking

with people around the State. Kim commented on how meaningful MEHA is and she is appreciative of how the MEHA Board works. Kim is honored to be the MEHA 1st female president in the past 9 years and the 12th female president in its 51-year history. Kim encourages more females to get involved. She thanked several women in MEHA who have mentored her and provided opportunities over the years. Kim is looking forward to serving this next year. President Carlton presented outgoing President Disrud with the gold bar and the President's award plaque.

Report of Election

The new officers are:

Vice President – Jim Topie

Secretary – Jeff Luedeman

Director – Sharon Smith

Member at Large – Kristofer Keller

New Business

President-Elect Smilanich reviewed the proposed By-laws changes. M/S/P Schreifels (Lisa)/Cyr to accept the changes to the By-Laws as stated.

M/S/P Casale/Johnsen to adjourn the meeting at 9:11 am.

**MEHA Inventory
January 28, 2014**

Item	Description/Comments	Holder	Contact Info	Last confirmed
50th Anniversary Banner		Manny Camilon	MCAMILON@stlouispark.org	12/23/2013
Articles of Incorporation		Jeff Luedeman	jluedeman@BloomingtonMN.gov	12/10/2013
Bumper Stickers		Kim Carlton	kim.carlton@state.mn.us	12/10/2013
Camera	Canon	Lori Green	lori.green@co.ramsey.mn.us	12/10/2013
Display Panels	Table top	Joe Hibberd	joe.hibberd@CO.RAMSEY.MN.US	12/30/2013
EH in MN brochures		Kim Carlton	kim.carlton@state.mn.us	12/10/2013
Golf prize inventory	No carry over. All issued as prizes 05/09/2013	Jill DeBrito	jill.debrito@state.mn.us	12/30/2013
History Comm. portable file box		Manny Camilon	MCAMILON@stlouispark.org	12/23/2013
Laptop Computer	Dell Inspiron B130	Kim Carlton	joe.hibberd@CO.RAMSEY.MN.US	12/10/2013
Logo trademark Registration		Jeff Luedeman	jluedeman@BloomingtonMN.gov	12/10/2013
MEHA Banner		Sharon Smith	sharon.l.smith@state.mn.us	12/10/2013
MEHA pins		Laura Schmidt	Laura.Schmidt@co.anoka.mn.us	12/24/2013
MEHA wear	XL golf pullovers	Nicole Koktavy	nicole.koktavy@state.mn.us	12/10/2013
Past pres. bars		Kim Carlton	kim.carlton@state.mn.us	12/10/2013
Plaques		Dan Disrud	dan.disrud@state.mn.us	12/10/2013
President's Gavel		Kim Carlton	kim.carlton@state.mn.us	12/10/2013
Proclamation frame		Dan Disrud	dan.disrud@state.mn.us	01/07/2014
REHS Study Guide		Frank Sedzielarz	sedz0002@umn.edu	12/26/2013
Scrolling Banner		Sarah Hogan	Sarah.Hogan@ci.stcloud.mn.us	12/10/2013
Table cloths	April School of Pub Health event	Lisa Schreifels	Lisa.Schreifels@ci.stcloud.mn.us	01/02/2014
Time Capsule	50th Anniversary	Manny Camilon	MCAMILON@stlouispark.org	12/23/2013
TV/VHS combo	Sylvania 13-inch 6513vd	Joe Hibberd	joe.hibberd@CO.RAMSEY.MN.US	12/30/2013
Wire Display rack	For MEHA wear	Frank Sedzielarz	sedz0002@umn.edu	12/26/2013
Wireless presenter	Logitech PowerPoint presentation clicker and pointer	Jessica Jutz	jjutz@BloomingtonMN.gov	12/06/2013
USB Flash Drive – Board files	Secretary records	Jeff Luedeman	jluedeman@BloomingtonMN.gov	12/10/2013
USB Flash Drive – Financial files	Treasurer records	John Tracy	John.Tracy@co.stearns.mn.us	12/23/2013

MEHA Treasurer's Report For 2013-2014



MEHA
BALANCE SHEET AND INCOME STATEMENT
PERIOD 12/1/2013 to 3/31/2014

SUMMARY	THIS PERIOD 2/1/2014 TO		3/31/2014		FISCAL YTD 6/1/2013 TO		3/31/2014		NET CHANGE
	BEGINNING BALANCE	ENDING BALANCE	BEGINNING BALANCE	ENDING BALANCE	BEGINNING BALANCE	ENDING BALANCE	BEGINNING BALANCE	ENDING BALANCE	
INVESTMENTS	\$41,379.28	\$29,115.18	\$41,306.23	\$29,115.18					(\$12,191.00)
CHECKING	\$27,576.31	\$40,638.92	\$28,519.47	\$40,638.92					\$11,119.45
TOTAL	\$68,955.60	\$69,754.10	\$70,825.70	\$69,754.10					(\$1,071.60)

INVESTMENTS PURCHASED	TERM	MATURITY DATE	BEG BALANCE	INT %	INTEREST	BALANCE
Calwell CD1	3m	4/22/2013	\$5,000.00	3 (monthly) (to checking)		\$5,000.00
CD2	3m	4/22/2017	\$5,412.38	1.8 annual		\$5,508.58
CD3	3m	3/22/2014	\$5,000.00	1.45 (monthly)		\$5,399.09
CD4	6m	6/5/2018	\$8,161.00	2.5 annually		\$8,574.27
CD5	6m	5/1/2018	\$5,000.00	0.75 DAILY		\$5,031.33
TOTAL						\$28,115.18

Total assets as of 4/1/14 = \$69,754.10 (this is approximately \$1000.00 less than we had last year at this time)

Moved approximately \$12000.00 from CD Ladder to checking

Handwritten signature
Treasurer

Committee Annual Reports 2013 – 2014

Awards Committee

Committee Members:

Rob Carper – Chair

Peter Lindell - MDH

Jim Schoegl – City of St Cloud

John Tracy – MEHA Treasurer

We had 2 meetings:

Solicitation planning meeting (Feb 7 – St Cloud MDH office)

Selection of Award Recipients (March 17 - St Cloud MDH office)

Plaques were ordered & Picked up on 4/25/2014

Rob Carper is to present the awards at the Spring Conference.

Respectfully submitted by:

Rob Carper, 2nd Past President

Awards Committee Chair

Awards Subcommittee – State Science & Engineering Fair

On March 31, 2014 MEHA presented the fifth annual “Excellence in Environmental Health Science” awards to high school and middle school students at the 77th Annual Minnesota State Science and Engineering Fair at the Doubletree Hotel in Bloomington. Awards were judged by six (6) MEHA members for the best project for environmental factors impacting public health.

The full list of awards is here:

<http://mnmas.org/science-engineering-fair/awards>

The award recipients in the high school division were:

- First Place: \$200 to Timothy Renier, Duluth East High School, *Hand Hygiene Gone Viral? A Study of Student Involvement in a Social Media Campaign as a Method of Bringing Hygiene to the Masses*
- Second Place: \$100 to Emily Carlson, Burnsville High School, *Effects of Organic Agriculture on Bacterial Content of Raw Ground Beef*
- Third Place: \$50 to Curtis Swanson, Perham Senior High School, *Lead Fragments in Harvested Venison*
- Honorable Mention: Certificate to Brody Bien, Burnsville High School, *The Effects of “Home Sterilizers” on Escherichia Coli*
- Honorable Mention: Certificate to Aisha Cacique, South High School, *The Four Sacred Medicines and Carcinogens*

The award recipients in the middle school division were:

- First Place: \$100 to Avni Jain, Central Middle School, Eden Prairie, *Allergen Alert! An Innovation to Assist People with Finding Safe Food Choices*
- Second Place: \$50 Jared Nathan, Lincoln K-8 Choice, Rochester, *E-mergency in E-cigarettes: Should Passive Vapors be Worried?*
- Honorable Mention: Certificate to Gayathri Dileepan, Murray Junior High School, St. Paul, *Harmful Hamburgers*
- Honorable Mention: Certificate to Luke Wilson, St. John's Lutheran, Chaska, *Filtration of Rooftop-Harvested Rain Barrel Water for Edible Crops*

Judges:

- Kim Carlton, Minnesota Department of Health
- Joe Hibberd, Ramsey County
- Nicole Koktavy, Minnesota Department of Health
- Amy Saupe, Minnesota Department of Health
- Katherine Waters, University of Minnesota
- Molly Wellens, City of Maplewood

At the April Board meeting, the subcommittee recommended that MEHA award recipients be offered a Junior membership to MEHA at no charge. The Board voted in favor of offering five-year Junior memberships to recipients of MEHA Science Fair award.

Conference Planning Committee

To: MEHA Board of Directors

From: Jessica Jutz, co-chair
Laura Schmidt, co-chair
Sharon Smith, co-chair

Date: April 18, 2014

Re: 2013-2014 Annual Report Conference Planning Committee

The 2013 Spring Conference was held May 9-10, at Ruttger's Bay Lake Lodge in Deerwood. There were 115 attendees. The registration fees collected equaled \$5280.00. The expenses without online fees were \$1046.21.

MEHA did not host a fall conference as Wisconsin hosted a NEHA Region 4 event in La Crosse in September.

The University of Minnesota's Continuing Education and Conference Center on the St. Paul campus was the site of the 2014 Winter Conference. The event was held on January 30th during a snow storm and 128 attendees were able to make it. The expenses without online fees were

\$5590.38 while the registration fees collected equaled \$6116.73. The net profit for the event was \$526.35.

The 2014 Spring Conference is scheduled for May 1-2 at Arrowwood Resort & Conference Center in Alexandria, MN.

The 2014 Fall Conference is scheduled for October 2nd at the Prairie Woods Environmental Learning Center in Spicer, MN.

Finance Committee

No report submitted.

History Committee

From: Petrona Lee, PhD, REHS
Co-Chair, MEHA History Committee

To: MEHA Board Committee

Date: April 22, 2014

Re: Year End Report

Please note that there was little activity during 2013. We gained a Co-Chair, John Weidner towards the last quarter. We have had two conference call meetings and are putting together a history on environmental health agencies in Minnesota. Manny Camilon has provided us with resource on Hennepin County agencies and Jim Witkowski is digging in his files to give us additional information on other local agencies as well as on Minnesota Department of Health.

Respectfully Submitted
Petrona Lee, Co-Chair

Legislative Committee

No report submitted.

Membership Committee



Minnesota Environmental Health Association

P.O. Box 441 • Anoka, Minnesota 55303

MEMORANDUM

DATE: April 24, 2014

TO: The Board of Directors and M.E.H.A. Membership

FROM: Karen Casale and Dan Disrud, Co-Chairs

SUBJECT: 2013/2014 Annual Membership Committee Report

The Membership Committee consisted of Dan Disrud, Kim Carlton, John Tracy, Nicole Koktavy, Caleb Johnson, and Karen Casale.

Renewals are completely on line and the process seems to be going well. Membership is increasing.

The Committee recruiting activities during the year included personal contact with prospective new members. The recruiting efforts this year resulted in seventy-five (75) new members being accepted into the Association during the period May 3, 2013 through April 24, 2014. Seventy-five (75) members, however, have lapsed memberships. Our current membership is three hundred seventy-six (376); two hundred seventy-nine (279) active members, two (2) honorary members, four (4) lifetime members, four (4) sustaining members; twenty-three (23) retired members, sixty-three (63) student members and one (1) junior member.

We wish to express our personal thanks to all who assisted in the membership recruiting efforts and to the Committee members

Newsletter Committee

No report submitted.

Nominations Committee



Minnesota Environmental Health Association

P.O. Box 441 • Anoka, Minnesota 55303

MEMORANDUM

TO: MEHA Board

FROM: Dan Disrud, MEHA 1st Past President and Nominations Committee Chair

DATE: May 2, 2014

SUBJECT: Nominations Committee Annual Report

Ballots were mailed to all members in good standing as of February 28, 2014 in accordance with MEHA Policy and Procedures Manual, section 11.01.

Ballots received on or before April 7, 2014 were opened and counted on April 8, 2014 by an ad hoc elections committee consisting of Secretary Jeff Luedeman, Member Lori Green, and 1st Past President Dan Disrud. 111 votes were cast and 111 votes were counted

The following MEHA members were elected as indicated:

President Elect: Sadie Pulk
Vice President: Jeff Luedeman
Secretary: George Wahl
Director: Kristofer Keller
Member-at-Large: Valerie Gamble

Respectfully submitted.

Outreach Committee

Kyle Johnsen (Chair)

Amy Zagar, Caleb Johnson, Olson, Diane, Sarah Hogan

This year we added four new members to the outreach team and Amy Zagar as agreed to be co-chair. The team has partnered with the marketing committee. We are currently exploring logo and branding design ideas as well as working on getting different events planned to help improve visibility of MEHA.

MEHA shirts have been ordered and people will be displaying them at the spring conference. At the conference we will be showing off the website where all MEHA members can purchase MEHA gear. The board and the outreach committee decided to pay for a portion of the shirts. The initial cost of the shirts ordered are \$25 MEHA is paying \$15 per item. The opening for ordering MEHA gear will be the last week of April and will close the week after the conference. All the ordering information will be linked to the website in the near future. This year the representative of MEHA at the stem conference was Sarah Hogan.

Publicity & Marketing Committee

The Marketing Committee has met twice this year and are trying to develop ways to actively market to the community and current professionals to increase awareness of MEHA and build collaboration between MEHA professionals and the community.

We have gained approval to attend the Gustavus Adolphus College Internship Fair. At this fair we hope to provide MEHA materials “brochures” to students and educate them on what MEHA is and opportunities that may be available to them. We also hope to develop a comprehensive list of internships that may be available to interested students.

The following is a list of other goals that we hope to accomplish:

- Volunteer at events such as Watershed Clean-Ups.
- Create MEHA shirts for volunteers/members to wear during events to advertise for MEHA.
- Creating a link on the MEHA website for “Subject Knowledge Resources”. This would include MEHA professionals who would volunteer to be a resource to other professionals and MEHA members on certain subject matter such as food, septic, lodging, etc. This section on the MEHA website could be called “Subject Matter Contacts” or “EH Contacts by Topic”?
- Create resources at MEHA for media outlets. Have a contact person or persons for local media inquiries.

Marketing & Publicity Committee

Co-Chairs: Jeff Brown & Jesse Harmon

Liaison: Kris Keller

Registration Committee

Our current “year” of RS/REHS study sessions started in June, 2013 with single monthly sessions but changed to twice monthly sessions in August, 2013, except for a single session conducted in December, 2013. Most sessions have been at the Fridley Community Center (FCC) in Fridley, MN. The sessions have been well attended, with about 5 candidates per session. The latest was on April 15th, 2014, with eight exam candidates. During the year we have had candidates (2) attend from Alexandria and St. Cloud, participating via Skype. The sessions at the FCC have been led Frank Sedzielarz, with Doug Edson, MDH, assisting at most sessions. Chris Forslund has also participated, and has worked on monthly reports and the committee budget. We will continue to explore the use of various technologies as training aids. The, April 15, 2014 session,

covering swimming pools, was conducted by Joe Hibberd at the St Paul-Ramsey Environmental Health office in Maplewood, MN.

Our current study cycle will end with the exam given by the MDH on April 24th. A completely new/different test is being issued in mid-July. It will change the way we do the study sessions. On 3/24/14, we learned that NEHA will be releasing a new exam in mid-July. A general description of the exam content suggests the exam is moving from a static fact based test (true-false/multiple choice), to a broader proficiency test designed to assess one's ability to carry out EH work (ex: "Perform Institutional Inspections"). NEHA announced that a new interim study guide will be released in May, 2014. When we contacted NEHA, we were informed that the actual study guide may not be available until 2015. We will order a copy as soon as it's available, to give us a better idea of the test content. We will use this to prepare materials for future study sessions. We expect this to take about a month so we have not planned any study sessions for May. We may have to order additional study materials but at this point but are not certain of what we will need.

In March we donated \$100 to the Fridley Community Center (ISD #14), for use of the facility for our study sessions, in 2013 and early 2014. While we have been using the facility free of charge, we felt that it was important to support the facility that was supporting our efforts.

This committee would like to recognize Doug Edson, MDH, Stephan Keeler, Fridley Community Education Coordinator, and Joe Hibberd, for everything that they have done to help make our study sessions a success.

Chris Forslund, RS

Frank Sedzielarz, RS

Resolutions Committee

The Resolutions Committee met on January 30, 2014 after the MEHA Winter conference to review the Policy and Procedure manual of MEHA. Proposed changes to the Policies and Procedures were reviewed and submitted to the Board for approval.

Respectfully submitted, Joan Peterson, RS, Resolutions Committee chair

Scholarship Committee

2014 Scholarship:

The Scholarship Committee awarded the 2014 Mary Lauren Olson Scholarship to Catherine Graeve. Catherine completed her Master's program in Public Health and Occupational Health Nursing at the U of M in 2011 and is currently in a doctoral program, at the University of Minnesota, focusing on Environmental and Occupational Health Nursing. This year the award was \$1800. Catherine was introduced by Nicole Koktavy at the 2014 MEHA Winter Conference.

Fund Balance:

As of September 2013, prior to disbursement of the scholarship award, the Mary Lauren Olson Memorial Scholarship had a spendable account balance at the Minnesota Medical Foundation of \$1,948.49. The total balance/endowed value as of September 2013 is \$42,904.50.

Fundraising Activities:

Golf Tournament: The 2014 annual Golf Tournament is being organized by committee member Jill DeBrito. It will be held on April 30, 2014, at the Arrowwood Resort & Conference Center, in Alexandria. Deadline for registration is April 23. An updated report will be sent to the board after the tournament.

The 2013 tournament generated \$373.00 for the scholarship fund (income \$885.00, expenses \$512.00).

Raffle: The Scholarship raffle is being organized by committee members Nicole Koktavy & Caleb Johnson. It will be held during the MEHA Spring conference at Arrowwood Resort & Conference Center, in Alexandria. An updated report will be sent to the board after the raffle.

The 2013 raffle generated \$1,295.00 for the scholarship fund (raffle ticket sales \$1,476.00, expenses \$181.00).

Spring Conference Booth Fees: The Mary Lauren Olson Scholarship receives ½ of any fees collected from the MEHA Spring Conference Booth Rentals (see the MEHA Policy and Procedure Manual, section 310.03) as a regular source of scholarship revenue. An updated report will be sent to the board after the conference.

New 2013-2014 Activities:

MEHA North Star Scholarship:

The MEHA North Star Scholarship was created in 2013 for undergraduate students enrolled in a science-based program at a college or university within the NEHA Region 4 territory, which will qualify them to sit for the RS/REHS exam. Caleb Johnson notified both WEHA and NEHA of this new scholarship opportunity, and the scholarship announcement was posted on both websites (and the MEHA website!). The due date for applications was December 1; Caleb received two applications. The Scholarship Committee decided to award each applicant a \$500 scholarship. The scholarship recipients were Bethany Valentine, a student at UWEC who is working on her degree in Biology, and Emily Anderson, a student at UCLA who is working on her degree in Ecology and Evolutionary Biology. Caleb Johnson introduced the two recipients at the 2014 MEHA Winter Conference.

MEHA Membership Award:

The Scholarship Committee created an award that offers a free one-year MEHA membership to those who successfully complete the registration examination, as a way to support newly registered environmental health professionals. Eight people passed the October exam and were notified by Nicole Koktavy of this opportunity. The majority of those who passed the exam accepted their membership award.

Student Attendance at MEHA Winter Conference:

The Scholarship Committee created an announcement opportunity that would allow three U of M School of Public Health students to attend the MEHA Winter Conference at no cost. Jill DeBrito submitted the announcement to the U of M School of Public Health newsletter. Two students responded to the announcement and attended the conference. Both attendees submitted answers to a brief set of questions regarding their conference experience. Their responses were included in the MEHA newsletter.

Scholarship Committee:

The 2013-2014 Scholarship Committee has 3 members: Caleb Johnson (Chair), Nicole Koltavy, and Jill DeBrito.

Respectfully,

Caleb Johnson



Jill DeBrito

Nicole Koltavy

Student Committee

The MEHA Student Committee is proposing the following ideas be considered by the Board of Directors as future activities to increase student involvement in MEHA:

1. **Opportunities for students to share internship experiences**
 - Both University of Minnesota and University of Wisconsin – Eau Claire environmental health students must complete an internship before graduating, and many are placed at Minnesota health departments or other organizations. The committee sees an opportunity to increase student involvement by providing opportunities for students to share internship experiences with MEHA members. Opportunities could be a section of the MEHA newsletter designated to student internship summaries or a session at future conferences for student presenters.
2. **Student and professional mentor placement**
 - Pairing students with MEHA members willing to be emailed or called with questions about career opportunities in environmental health after graduation could increase student involvement and help professionals find fitting employees. MEHA members interested in becoming a mentor could initially be introduced to their mentee at a conference networking breakfast. Chairs of the MEHA student committee could develop and email prompts to students and mentors each month to initiate discussion.
3. **Generate a guest-speaker topic list for UWEC and UofM courses**
 - Opportunities for MEHA members to speak in UofM and UWEC classes would increase exposure of MEHA and its professional members. The student committee is open to developing a list of environmental health topics for professional members to present. This list could be either promoted on the MEHA website, newsletter, or by email.
 - At UWEC, we host a weekly 50 minutes seminar and are always looking for guest speakers. MEHA members are welcome to contact Laura Suppes if interested in sharing new events and happenings either in person or by Skype.

4. Existing efforts

- Free student membership
 - Having a MEHA board member attend one Student National Environmental Health Association seminar at UWEC each fall to provide free membership has increased UWEC student membership. This may also be an opportunity to promote the MEHA website and facebook page.
- Winter conference poster session
 - The MEHA winter conference poster session should continue. UWEC students were thrilled about how engaged MEHA members were with them and for the opportunity to network. They also enjoyed the happy hour!

Co-chairs Dr. Craig Hedberg and Dr. Laura Suppes

Technology Committee

The Technology Committee is charged with coordinating the technology needs of the Association, including hardware, software, and electronic information flow. The Committee maintains the following:

- The MEHA website (www.MEHAonline.org and www.MEHAonline.com), which includes:
 - News and announcements
 - Information about MEHA and Environmental Health in general,
 - Membership materials,
 - Board of Directors and Committee Chair contact information,
 - Upcoming events, and
 - Job Postings
- Wild Apricot service (<http://meha.wildapricot.org>), which includes:
 - Online membership renewal
 - Online conference registration
 - Mass emails to the membership,
- The private listserv for the Board of Directors and Committee chairs:
 - The listserv is the primary communication channel for the Board members and committee chairs
- The MEHA Facebook page (<https://www.facebook.com/pages/Minnesota-Environmental-Health-Association/160272054003203>)
 - The Facebook page is intended to share information, photos, links and videos among our members and others with an interest in Environmental Health.
 - We intend to share this duty with the Outreach and/or Publicity & Marketing committees in the near future.

In 2014, we plan to move our website hosting from GoDaddy to Electric Citizen, a Minneapolis-based company. Our hosting contract is for one year, and it will include necessary software upgrades, page updates, and security patches.

We also intend to explore online voting options, in order to potentially conduct annual Board elections electronically.

Respectfully Submitted,
Kim Carlton and Crystal Theis, Co-Chairs

2013 – 2014 Annual Report on the MEHA Strategic Directions

The intent of the 2013 Strategic Directions is to provide a framework of action steps to fulfill the goals of MEHA.

We are advancing very well on our Strategic Directions directed in 2013. We have met 24 of 34 action steps, with most others almost completed. Examples of what has been completed are:

- Conduct an annual survey to find out what our members want
- Offer reduced conference registration fees to members
- Post job opportunities on the web
- Foster meaningful partnership with other organizations including the School of Public Health at the UMN and UW-Eau Claire
- Offer networking opportunities to encourage participation
- Provide a list of newly lapsed members to Board as part of Membership Committee
- Explore new logo design

It took our members teaming together to advance the implementation of the Strategic Directions. This included not just individual committees on completing those items that were assigned. We had committees working together, such as the Outreach Committee and the Marketing Committee, meeting together toward achieving similar yet different goals items. We will work on completing the remaining items in 2014-2015 to include continue building membership by reaching out to others in the field of EH and doing more to raise student awareness of MEHA and EH.

Respectfully submitted,
Jim Topie
MEHA President-Elect
04/10/2014

Strategic Directions Minnesota Environmental Health Association 2013

Goal 1: Increase the visibility of the environmental health profession

Objectives	Who?	Action Steps	Completion Year
Increase awareness of MEHA and what it offers.	Subcommittee of the board or ad hoc committee that includes members outside of the usual circle of participation.	<ul style="list-style-type: none"> • Create new, concise vision and mission statements. 	
	Publicity & Marketing, Technology	<ul style="list-style-type: none"> • Utilize social media and other electronic means of communication • Look for opportunities to increase MEHA's electronic presence • Explore new logo designs • Collect suggestions for ways MEHA can meet the needs of Environmental Health professionals as part of a "contact us" link on the MEHA website. 	2013-2014 2013-2014 2013-2014 2013-2014
	Outreach, Students	<ul style="list-style-type: none"> • Foster meaningful partnerships with other organizations including the School of Public Health at the University of Minnesota and University of Wisconsin-Eau Claire 	2013-2014
	Legislative	<ul style="list-style-type: none"> • Develop a plan to interact with the legislature on EH topics • Develop EH Position Papers and/or Fact Sheets 	2013-2014 2013-2014

Goal 2: Improve the quality of a MEHA membership

Objectives	Who?	Action Steps	Completion Year
Find out what members want	Subcommittee consisting of the President, President-Elect, the Technology committee, and others.	<ul style="list-style-type: none"> Annual survey 	2013-2014
Effective communication	Technology	<ul style="list-style-type: none"> Maintain the website to deliver up-to-date information 	2013-2014
	Newsletter	<ul style="list-style-type: none"> Publish quarterly newsletters 	2013-2014
	Membership	<ul style="list-style-type: none"> Provide renewal notices, welcome messages to new members (via President) 	
Continue to provide high-quality, relevant, beneficial training to members	Conference Planning	<ul style="list-style-type: none"> Provide educational opportunities including: <ul style="list-style-type: none"> Educational Conferences Field Trip Trainings Round tables Explore the possibility of sponsoring certificate training opportunities 	2013-2014
Foster and promote high standards of members	Board of Directors	<ul style="list-style-type: none"> Pursue ideas for recognizing members for excellent service to the organization 	
Provide additional services and benefits	3 rd Year Director	<ul style="list-style-type: none"> Coordinate member stipend selection for educational conferences: <ul style="list-style-type: none"> NEHA AEC MEHA Spring Conference 	2013-2014
	Registration Committee	<ul style="list-style-type: none"> Provide registration exam resources 	2013-2014
	1 st Past President	<ul style="list-style-type: none"> Coordinate Cohort Program / Mentorship (to be developed) 	
	Technology Committee	<ul style="list-style-type: none"> Post job opportunities on the website 	2013-2014
	Conference Planning	<ul style="list-style-type: none"> Offer reduced conference registration fees to members 	2013-2014

Goal 3: Increase Number & Participation of Membership

Objectives	Who?	Action Steps	Completion Year
Recruit more members	Board members & Committee chairs	<ul style="list-style-type: none"> • Have a supply of membership materials on hand at every conference or professional event attended. • Find environmental health professionals working in all areas of Environmental Health, and solicit their involvement in the development of services that meet their needs. 	2013-2014
	Membership Committee	<ul style="list-style-type: none"> • Consider creating a membership class for organizational or institutional membership 	2013-2014
	Technology Committee	<ul style="list-style-type: none"> • Prominently locate a membership application link on the MEHA website. 	2013-2014
Increase membership participation	Board members & Committee chairs	<ul style="list-style-type: none"> • Reach out to members and encourage participation on committees, the Board of Directors, and specific assigned tasks 	2013-2014
	President	<ul style="list-style-type: none"> • Provide a personalized welcome email to new members of the Association 	
	Membership Committee	<ul style="list-style-type: none"> • Notify President and Technology Committee when new members are received • Continue to provide a list of members interested in Board and Committee participation to the Board and Chairs as part of the Membership Committee Report 	2013-2014

	Conference Planning Committee	<ul style="list-style-type: none"> • Offer networking opportunities to encourage participation • Provide name tags that will distinguish members and first time attendees at MEHA conferences • Collect suggestions for ways MEHA can meet the needs of EH professionals as a part of conference evaluation forms 	2013-2014 2013-2014
	Nominations Committee and First Past President	<ul style="list-style-type: none"> • Secure quality candidates to run for elected association positions 	2013-2014
Encourage lapsed members to renew membership	Board of Directors	<ul style="list-style-type: none"> • Establish ad hoc committee to make personal contact with non-renewing members 	
	Membership Committee	<ul style="list-style-type: none"> • Provide a list of newly lapsed members to the Board of Directors as part of the Membership Committee Report 	2013-2014
Gain organizational support for participation in Association conferences and committees	President and Outreach Committee	<ul style="list-style-type: none"> • Write to EH program managers and supervisors annually to provide MEHA information and membership applications. • Identify and support cooperative organization events 	