

MEHA Board Meeting Minutes
April 9, 2013

The meeting was called to order by President Dan Disrud at 11:35 am. The following Board members were present: President Dan Disrud, Kim Carlton, Kyle Johnsen, Dr. Bill Toscano, Nicole Koktavy, Jeff Luedeman, Rob Carper, and Angie Cyr. The following members were present: Lisa Schreifels, Sharon Smith, Matthew Theis, Laura Schmidt, Lori Green, Jessica Jutz, and Petrona Lee.

Agenda

M/S/P Cyr/Carper to approve the meeting agenda.

Secretary's Report

The Secretary's Report was presented by Jeff Luedeman. The February 2013 meeting minutes were corrected as follows: The State Science Fair was scheduled for April; The Board Directors will select four awardees for MEHA conference scholarships. M/S/P Carlton/Koktavy to approve the meeting minutes as amended.

Treasurer's Report

Lisa Schreifels provided the report. The net change in activity for this reporting period is \$203.75. The checking ledger, and balance sheet and income statement were reviewed by the Finance Committee on April 4, 2013 and everything checks out. M/S/P Toscano/Johnsen to approve the Treasurer's report.

Lisa presented a proposal from Treasurer Tracy to renew \$5,000.00 of a CD that matured on April 5, 2013. That way MEHA will have 5 CDs with one scheduled to mature each consecutive year over a five-year cycle. The balance of the CD that matured this April (3,405.11) will be placed in checking for expenses this coming year. M/S/P Carlton/Koktavy to approve this proposal.

President's Report

President Disrud extended his appreciation to the Committee Chairs and officers of the Board for their work.

Committee Reports

Awards – Angie Cyr stated that all awards have been ordered and is expecting their arrival this week. This is the first year that the Emerging Professional award will be given.

Conference Planning – Jessica Jutz stated a few more slots remain to be filled for MEHA's annual education conference. Otherwise, the conference is scheduled for May 9 and 10 at the Ruttger's Bay Lake Lodge in Deerwood Minnesota.

History – No report given. President Disrud is seeking a replacement to serve as Chair.

Finance – Lisa Schreifels reviewed the Treasurer’s report on April 4. Lisa is waiting on a couple more committee budget requests, but noted the nice work done by the committees that have submitted their budget requests for the next cycle.

Legislative – No report given.

Membership – Dan Disrud commented on the report submitted by him and Karen Casale. MEHA currently has 353 members. The committee has renewed and/or enrolled 294 members. The committee requests that personal contact be made to lapsed members as this has helped generate several renewals.

Newsletter – Lori Green stated that articles are due June 1 for the next MEHA newsletter. Lori is looking for photos, especially of award winners at the MEHA annual education conference.

Nominations – Votes were counted from the 107 ballots received for the 2013 – 2014 MEHA Board candidates. Results will be presented at the MEHA Annual Education Conference.

Publicity and Marketing – No report given.

Outreach – Kyle Johnsen suggested that the levels of Sustaining Members (Gold, Silver, Bronze) be described on the MEHA website. For example, what does a Gold Sustaining Member mean?

Registration – Frank Sedzielarz and Chris Forslund provided the committee report by email.

RS/REHS study sessions are being conducted twice a month. The committee seeks subject matter experts to mentor study sessions, specifically in the areas of Emergency Preparedness, Solid Waste Management, Residential and Institutional Environment, Radiation Uses and Protection, and Control of Communicable and certain Noninfectious Diseases. The committee would like to make a formal request to the membership for volunteers. Also, the committee would like to provide thumb drives to students to store training materials electronically to reduce the cost of copying materials. Further, the committee plans to provide the MEHA Board a new curriculum for the “Sanitarian Academy” prior to the Annual Education Conference.

Technology – Kim Carlton commented on the useful features (i.e., hits and bounce-backs) of the Wild Apricot website.

Resolutions – No report issued.

Scholarship – Nicole Kuktavy provided a job action sheet/action plan for the committee.

Student – No report issued.

President Elect’s Report

Kim Carlton commented that the MEHA Board has done good work and would like to see us continue to be active, for example, with strategic directions and committee job action sheets.

Old Business

MEHA Fund Balance/Budget – Lisa Schreifels described a system of tracking the MEHA budget. She will forward an Excel spreadsheet to the Board to review.

Stipend Scholarship Proposal – Petrona Lee and Bill Toscano presented a written proposal titled “Building Capacity in the Minnesota Environmental Health Profession”. This proposal seeks to establish a MEHA stipend internship program for new UMN MPH graduates so that they can

gain professional experience required to qualify for the RS/REHS credential, and to reduce the chance of otherwise losing them to some other profession. After some discussion, the Board agreed to form a work group to assess the merits of this proposal. The following persons volunteered or were suggested: Bill Toscano, Petrona Lee, Kyle Johnsen, Nicole Koktavy, Registration Committee members. M/S/P Johnsen/Koktavy to form a work group to explore this proposal.

Pricing Structure for the MEHA 2014 AEC – Sharon Smith stated that the Conference Planning Committee is pursuing a method or structure that allows for accurate comparison of services per perspective site/bid proposal. For 2014, the committee will pursue options to restructure bid proposals.

Conference Registration Waivers – During the February 2013 MEHA Board meeting, the Policy and Procedure Manual was amended and approved by the Board. One of the amendments was part 22.12, which states, “*The MEHA President, Committee chairs, and presenters listed on conference agendas will not be required to pay conference registration fees. Payment of expenses for speakers shall be negotiated by the committee out of the committee budget.*” The Board reaffirmed this amendment with a caveat to help track attendance. Persons who receive a registration waiver still need to register for the respective conference through Wild Apricot. Within Wild Apricot there is a method of not charging for the registration, but this will help track conference attendance.

New Business

2013 Officer Elections – Votes for the 2013 – 2014 Board candidates were counted from 107 ballots received per the MEHA Policy and Procedures Manual. Candidates have been/will be notified of the results. Election results will be presented to the membership during the MEHA Annual Education Conference in Deerwood.

Science Fair Winners – Kim Carlton gave an overview of the 2013 Science Fair. Once again, topics were excellent. The Board discussed having this year’s high school winner attend the MEHA Annual Education Conference in Deerwood. This individual won the past three competitions. M/S/P Carper/Luedeman to waive conference registration and lodging expenses for this year’s high school competition winner and a guardian to attend the MEHA AEC and present information on Science Fair topic if the individual would like.

Announcements

Angie Cyr and Dan Disrud stated that the proclamation application is in for Environmental Health Week, the week after the MEHA AEC.

Kim Carlton stated that the Film Festival was a good experience and that MEHA should update its brochures.

Upcoming Meetings

The next Board meeting is scheduled for Friday, May 10th, at the Ruttger's Bay Lake Lodge in Deerwood, Minnesota.

Adjourn

M/S/P Carlton/Toscano to adjourn the meeting at 2:19.