

MEHA Board Meeting Minutes

April 8, 2014

The meeting was called to order by President Kim Carlton at 11:39 a.m. The following Board members were present: President Kim Carlton, President-Elect Jim Topie, John Tracy, Jeff Luedeman, Kyle Johnsen, Dan Disrud, and Rob Carper. The following members were present: Lori Green, Jessica Jutz, and Nicole Koktavy.

Agenda

Fall MEHA Conference date was added to new business. M/S/P Disrud/Johnsen to approve the meeting agenda as amended.

Secretary's Report

M/S/P Johnsen/Topie to approve the February 2014 meeting minutes as submitted.

Treasurer's Report

John Tracy presented the treasurer's report. Ending balance (total assets) last period (2/01/14 to 3/31/14) was \$69,754.10. Net change was -311.19. Finance committee had reviewed the report prior to the Board meeting. M/S/P Disrud/Johnsen to approve the Treasurer's Report as amended.

John provided a letter he received from a nonprofit audit company, KDV, dated March 19, 2014, regarding guidance on the issue of auditing services for MEHA. John had discussed the contents of the letter with a KDV representative and gave a summary of this discussion and the letter to the Board. The letter addresses when a 501(c)3 organization requires an audit, the purpose of an audit, and other requirements MEHA should be following. The Board briefly discussed the idea of outsourcing or involving an external company/person to provide services in support of finances, or possibly keeping this support within MEHA membership by contract. John will look into resources listed in letter that assist non-profit organizations.

Presidents Report

Kim Carlton thanked the Board for their support. This has been an active and challenging year. Regarding Strategic Directions, we are hitting about 2/3 of our goals. We have improved and added committee memberships. We need to evaluate what MEHA is about per the survey results and discussions with non-members. What do we want MEHA to be? Kim submitted a request for Governor's Proclamation for Environmental Health week. The proclamation is pending. Kim sent a card to Monica Loye's family with a memorial check to the family. Kim sent an email invitation to North Dakota Environmental Health and the NEHA Region IV Vice President to attend the MEHA Annual Education Conference in Alexandria.

Committee Reports

Awards – Rob Carper submitted the report. The committee has selected awardees. There will be 4 awards presented during the Spring MEHA Conference: one Emerging EH Professional, two

Merit, and the EH Professional of the Year. The cost to awardees who attend the conference is built into the committee budget.

Awards Subcommittee, State Science Fair – The 77th Annual Minnesota State Science and Engineering Fair was held at the Doubletree in Bloomington on March 31 and it was excellent once again. Awards were judged by 6 MEHA members for the best project for environmental factors impacting public health. The full list of awards can be seen at <http://mnmas.org/science-engineering-fair/awards>. The Board discussed providing Science Fair members a free Junior Membership for five year. M/S/P Disrud/Topie to offer free 5-year Junior membership to the Science Fair category winners (high school and middle school) and honorable mentions.

Conference – Jessica Jutz presented the report. The MEHA Spring conference is scheduled for 1 and 2 May at the Arrowwood Resort in Alexandria, MN. The Mary Lauren Olson charitable golf tournament is scheduled for April 30.

Finance – Lisa sent the budget forms to committees and requests them back by April 15. Approval of budget requests will be an agenda item for the May MEHA Board meeting. Finance committee had reviewed the Treasurer's report prior to the Board meeting.

History – Petrona Lee submitted a report. The committee is working on a poster board depiction of the birth of the Minnesota EH agencies.

Legislative – Bette Packer submitted the report. No action was taken on Chili cook off bill position paper with all of the last minute bill amendments at the State legislature. Committee can send information on bill amendments to the membership (less the position paper) with message to contact representative as constituent if feel strongly one way or another about the pending legislation. The Board would prefer that the legislative committee provide information on pending legislation to the membership to make them aware so they can contact representatives if they feel strongly about any pending legislation.

Membership – Karen Casale submitted a report. MEHA currently has 364 members. We were at 353 members in February.

Newsletter – Lori Green submitted the report. The spring issue of the MEHA Newsletter was published on March 14, 2014. Articles for the next addition are due September 1, 2014.

Nominations – Dan Disrud submitted the report. MEHA had a great ballot this year – something we should all be proud of. Thanks to everyone for all whose names are on the ballot and thanks to those who will be leaving the Board.

Outreach – Kyle Johnsen stated the committee is in the process of ordering some items for MEHA conferences. There are at least six vendors registered for the Spring MEHA Conference.

Publicity and Marketing – Jesse Harmon sent a report. The committee has established goals, which include actively marketing to the community and current professionals to increase awareness of MEHA, and build collaboration between the community and MEHA. The committee submitted four actions to help achieve these goals for Board review and approval.

Registration – Frank Sedzielarz submitted the report. The Registration committee continues to conduct RS/REHS study sessions twice a month at the Fridley Community Center. This cycle will end after the exam is proctored by MDH on April 24th as NEHA will unveil the new REHS exam and study guide targeted for spring 2014. The committee will prepare materials for future study sessions. The committee spent \$100 to secure the meeting space in Fridley.

Resolutions – No report submitted.

Scholarship – Nicole Koktavy submitted the report. The committee is getting ready for the Spring MEHA conference golf event and raffle. Changes to golf tournament to increase participation include: playing 9 holes instead of 18; reducing cost per play to \$25; running with a theme of “The 80s”. The committee is accepting donations for the raffle. Please let one of the committee members know if you have anything to donate. The committee received feedback from the two U of MN students who received stipends to attend the Winter Conference.

Student – Laura Suppes submitted the report. Report proposes four ideas for Board consideration. The Board encourages the committee to pursue these ideas, which include: Opportunities for students to share internship experiences; Student and professional mentor placement; Guest speaker topic list for UWEC and UMN courses; as well as existing efforts.

Technology – Kim Carlton submitted a report. The committee is working with the new website vendor (Electric Citizen) to get MEHA moved over by 1st or 2nd of May so as not to interfere with conference registration. The Board had passed a motion supporting a one-year agreement for website hosting and support via email vote. The committee has also protected the domain name. Jobs@mehaonline.org email address will go away. There will be a computer set up at the Spring Conference to train/educate members on how to update their profiles.

President Elect’s Report

Jim Topie informed the Board we are advancing very well on our Strategic Directions directed in 2013. We have met 24 of 34 action steps, with most others completed (e.g., offer reduced conference registration fees to members, explore new logo design, foster meaningful partnerships with other organizations, provide a list of newly lapsed members to Board as part of Membership Committee). We will work on completing the remaining items in 2014, to include continue to build membership by reaching out to others in broader EH field. Jim provided a multiple listing of EH units at MDH, plus a definition of Sanitarian / Environmental Health Specialist in Rule 4695.2600. We also discussed doing more public outreach to broaden our membership base.

Old Business

MEHA membership Survey Summary – Kim highlighted a couple points from the survey. How satisfied are you with MEHA? How likely are you to continue your membership beyond 2013?, Conference fees?, and General membership comments. Feedback will help in assessment of MEHA Strategic Directions, Mission, etc. in the future. We should continue this membership survey in years to come.

New Business

NEHA AEC – This was to coordinate President’s job tasks about the conference and some logistical items for future MEHA Presidents.

MEHA Equipment Survey Summary – Jeff proposed that the Board develop a position paper to MDH. After some discussion by the Board, Jeff will send a follow-up question to the membership with options for answers to help develop a position paper by the Board.

2014 Board of Directors Election Results – Dan Disrud reported 111 ballots counted. President-Elect, Sadie Pulk; Vice-President, Jeff Luedeman; Secretary, George Wahl; 1st Year Director,

Kristofer Keller; Member at Large, Valerie Gamble. Kim will continue to pursue options for e-ballots next year. Dan will contact the electees and notify them of the election results.

2014-2015 Budget Requests – For May Board Meeting.

Fall Conference – Jessica will be out of country during the conference as currently scheduled. Committee wonders is Board is OK with moving Fall Conference dates. The Conference Committee will look to move it to alternate dates and will let the Board know.

Announcements

Please submit committee annual reports to Jeff by April 18th.

Upcoming Meetings

The next Board meeting is scheduled for May 2, Arrowwood Resort in Alexandria.

Subsequently, Board meetings will be held the second Tuesday of even numbered months at Ramsey County offices during the 2014-2015 year.

Adjourn

M/S/P Luedeman/Carlton to adjourn the meeting at 2:58 p.m.