

MEHA Board Meeting Minutes
August 12, 2014

The meeting was called to order by President Jim Topie at 11:32 a.m. Introductions were made. The following Board members were present: First Past President Kim Carlton, Second Past President Dan Disrud, Member at Large Valerie Gamble, First Year Director Kris Keller, Vice President Jeff Luedeman, President Elect Sadie Pulk, Second Year Director Sharon Smith, President Jim Topie, Treasurer John Tracy. The following members were present: Jesse Harmon, Amy Zagar, Kyle Johnsen, Jessica Jutz, Karen Casale, Lori Green, Nicole Koktavy.

Agenda

The agenda was reviewed. One item was added to Old Business: reviewing committee liaisons to the board. The Marketing & Publicity / Outreach presentation was moved to committee reports instead of New Business.

M/S/P: Smith/Disrud to approve the agenda as amended.

Secretary's Report

A correction to the spelling of Crispin Pierce's name in the President's report was made.

A correction to the spelling of FoodShield at the bottom of page 3 was made.

Added emphasis in the 2014-2015 budget request (new business) item to clarify that budget request sheets were discussed by the board and approved as submitted.

M/S/P Luedeman/Disrud to approve the June 2014 minutes as submitted.

Treasurer's Report

John Tracy provided the financial reports for August 2014 and June 2014. Overall, most of MEHA's income is via PayPal, rather than checks.

The budget spreadsheet for June does not reflect the increase that was granted to Outreach at a previous meeting. Minutes will be reviewed to locate the date and amount of increase that was granted.

Activity for the period between April and June 2014 reflected a net increase in MEHA funds.

M/S/P Pulk/Keller to approve the June Treasurer's report as submitted.

After the subsidy given to members for the spring conference, MEHA profited \$562.72. President Topie will include a reminder in his newsletter message reminding members that their spring conference fees this year were subsidized by \$50 per person.

M/S/P Luedeman/Smith to approve sending the Mary Lauren Olson scholarship profit to the University of Minnesota.

Activity for the period between June and August 2014 reflected a net decrease in MEHA funds. Expenses for the spring conference as well as some NEHA AEC expenses are reflected on this report. Expense reimbursements are still pending for President-Elect and Stipend recipient for the NEHA AEC.

Treasurer Tracy stated that MEHA's reserves are starting to be spent down, which is what the Board has actively been working to do for the past two years. He cautioned that we need to re-evaluate the rate at which money is spent so it doesn't run out, and that it should be kept in mind going forward.

Two changes were made to the August report:

1. On the budget sheet, \$540 to be moved from the Technology budget to the Wild Apricot line item.
2. Change the name of the Prop/Pol/Proc line item to Marketing/Publicity.

M/S/P Luedeman/Gamble to approve the August Treasurer's report as amended.

President's Report

President Topie summarized his trip to the NEHA AEC:

- There were 12 individuals from Minnesota in attendance.
- The Clean the World volunteer event was a success.
- The MN silent auction gift basket was won for \$42 (approx. \$70 value, but a \$32 cutting board was donated by Epicurean from Duluth). Bids on most items were fairly low, less than half the value of the prizes. The funds go to NEHA to cover speaker expenses.
- Discussions about membership numbers were had with other Region 4 affiliates. MN numbers are strong, compared to other states.

The RS exam changes have been implemented as of July 2014. New study materials will have to be evaluated by the Registration committee. Nationwide, the trend is towards more credentialing.

E-blast messages are being sent to current members. The link tracking feature allows us to see how many are being read. Approximately 1/3 of the messages sent are opened, and a fraction of those are clicked on. Job postings are highly read.

Keith Johnson, the Region 4 VP, approached Jim about posting a job from Iowa to our website and listerv. The board supports allowing postings from Region 4 states, providing they meet the criteria that we would require from MN job postings.

The CHS conference is coming up in late September. 8 contact hours are available for REHS/RS credential.

Committee Reports

Awards

- Chris Forslund's national merit award will be presented to him at the next conference that he attends.

Conference

- The fall conference will be held October 2, 2014 in Spicer at the Prairie Woods Environmental Learning Center. Director Smith noted that the Spicer Castle has a murder mystery dinner available for those staying the night before the conference.
- A discussion was held clarifying who gets conference registration fees waived: President, committee chairs, and speakers. Committee chairs should be on committee business while attending. All attendees need to register online, but choose the "pay by check" option. President Topie will include a reminder about this item in the fall newsletter.
- The 2015 fall conference will be held in conjunction with the NEHA Region 4 conference in Iowa. The location has not been decided yet.
- President-elect Pulk suggested that MEHA put out a call for abstracts for conferences, in addition to the regular means of reaching out to potential speakers.
- The Region 4 conference will be held in Minnesota in 2017.

Finance

- Treasurer Tracy will report taxes electronically starting with the next cycle.
- VP Luedeman noted that the P&P and other official documents need to be revisited to make sure that they reflect the actual procedures being followed by the treasurer regarding filing, taxes, etc. He will follow up with Secretary Wahl to review documents.

History

- No activity. John Weidner has resigned from the committee.

Legislative

- No report.

Membership

- 364 members currently.
- Treasurer Tracy requested to be notified of the members who are receiving a gratis year after passing the RS exam so they can be accounted for.
- Getting people to update their information online is an ongoing project.
- Karen requested that City of Minneapolis employees update their email addresses.

Newsletter

- The deadline for the fall newsletter is September 1. People news is especially needed.

Nominations

- No report.

Outreach

- Combined report with Publicity & Marketing committee

Publicity & Marketing

- Amy Zagar presented options for new logos. Four will be reworked with color and previewed at the fall conference. An informal vote by attendees will be done to gauge preference. The intent is for the Board to discuss and vote on a new logo at the October board meeting.
- Jesse Harmon discussed MEHA doing outreach at career and internship fairs in the future. The outreach would be broadly focused, not agency-specific. Student membership will be solicited. Internship availability will be solicited from current MEHA members.

M/S/P Luedeman/Pulk to give the Publicity & Marketing committees permission to solicit information from current MEHA members regarding internship availability, the approval to use agency or business logos, and program contacts.

- Kris Keller presented information about a volunteer opportunity for MEHA members at Feed My Starving Children. The MEHA event will likely be in October. Kris will research available dates and report back to the board via email.

Registration

- No Report

Resolutions

- No Report

Scholarship

- Emails were sent to individuals that had passed the RS exam, and a good response has been received. Nicole and Caleb are going to be attending the U of M School of Public Health orientation in September, and will bring paper membership applications.
- There was a discussion about the Northstar scholarship, and the intent behind it. Neither of last year's applicants met the criteria exactly, so the award was split. This year, the committee will try to get the information out earlier. The winners will be presented at the winter conference. The Board will reassess the award after this year. Publicity & Marketing will work on cross-promotion of the award.

Student

- Electronic report sent. No activity.

Technology

- Report deferred to New Business

President-Elect's Report

President-Elect Pulk reported that the NEHA AEC was a great experience. She will be meeting with President Topie in the near future to go over some business items.

Strategic directions will be revisited. A focus will be on reaching out to non-member EH people and also getting lapsed members to renew.

Old Business

There was a discussion about the 2015 Spring Conference. The National Swimming Pool Foundation (NSPF) requested an opportunity to provide a pool track with a certified NSPF course that would have an additional registration fee.

The discussion that followed focused on MEHA's mission to provide educational sessions to our members. At this time, MEHA will decline the request from NSPF.

New Business

2015 and future NEHA AEC Silent Auctions

President Topie requested Board approval for the President Elect (or designated attendee) to bid on the following year's NEHA AEC silent auction package (the 2014 silent auction item went for approximately \$650.00 at a \$1500.00 value for combined NEHA AEC registration and hotel package).

Discussion: Approval of the motion would only give authorization for the President or President-Elect to bid on the package, not require them to. The intent is to be careful with MEHA's money, and winning a conference package at a reduced rate is a benefit to MEHA.

Dissenting opinion stated that since MEHA is financially sound, and this item is traditionally budgeted for, bidding on the lower cost package might prevent another individual from having the opportunity to attend the conference.

M/S/P (8-1): Disrud/Smith to authorize the President or President-Elect to bid on the NEHA AEC silent auction registration and hotel package, within reason.

EHCIB request to share information

The Environmental Health Continuous Improvement Board has requested that MEHA place information about the EHCIB on the MEHA website, in addition to providing announcements to MEHA members via the listserv, and other methods as appropriate.

Discussion: MEHA does not have a "seat" on the EHCIB. Is placing a link on the MEHA website an endorsement of the EHCIB? Is disseminating information via the listserv an endorsement? How are these two items different?

Dissenting opinion expressed support for posting information via the listserv as well as the website.

M/S/P (8-1): Topie/Luedeman that EHCIB updates be disseminated to members via the MEHA listserv. Website postings will not be approved at this time.

M/S/P Carlton/Luedeman that President Topie notify EHCIB representatives that MEHA is willing and interested in becoming involved in the process as appropriate.

Procedures for conducting official business and voting via email between regular meetings

Tabled until the October meeting

Electronic ballots for Board elections

Kim Carlton proposed employing the use of Simply Voting for future Board elections. The cost for the service is similar to the cost of paper, stamps, and time required for paper ballots. This will require a change to the Bylaws. Kim will work on proposed Bylaw language to be presented at an upcoming Board meeting.

M/S/P Pulk/Disrud to move forward on electronic balloting for Board elections.

MEHA policy regarding posting presentations on the MEHA web site and creation of a waiver/release for presenters in order to put their presentations on the MEHA web site

Discussion: Options could include a release form given with a conference presenter packet; or a members-only area on the website where presentations are stored.

No action at this time.

Announcements

None

Upcoming Meetings

October 14, Black Bear Crossings on Como Lake in St. Paul, MN

Meeting adjourned at 2:54