

MEHA Board Meeting Minutes  
December 10, 2013

The meeting was called to order by President Kim Carlton at 11:36 a.m. The following Board members were present: President Kim Carlton, President-Elect Jim Topie, Jeff Luedeman, Kyle Johnsen, Sharon Smith, Dan Disrud, and Rob Carper. The following members were present: Karen Casale and Nicole Koktavy.

**Agenda**

Vice President Appointment was added to the agenda. Kim appointed Karen Casale to fill the vacant Vice President position until the position is filled by membership votes. M/S/P Johnsen/Topie to approve the meeting agenda as amended.

**Secretary's Report**

M/S/P Carper/Johnsen to approve the October 2013 meeting minutes as submitted.

**Treasurer's Report**

Kim Carlton presented the treasurer's report. Ending balance last period (10/1/13 to 11/30/13) was \$66,621.23. Net change was -\$1,472.31. Finance committee had reviewed the report prior to the Board meeting. MEHA Logo was registered for another 10 years. M/S/P Disrud/Casale to approve the Treasurer's Report as submitted.

**Presidents Report**

Kim Carlton wanted to thank Jim Topie for his willingness to step into the President-Elect position. She also extends her appreciation to the Board and Committee Chairs for their work. Kim would like us to speak to other MEHA members about the necessity of work done by Board and Committee Chairs. She would very much like to encourage others to get involved.

**Committee Reports**

Awards – Rob is working to get a committee together. The goal is to pick nominees from a larger pool of possibilities.

Conference – Sharon Smith presented the report. Some members have registered already for the MEHA Winter Conference on Thursday, January 30, at the U of MN Continuing Education and Conference Facility. Contact hours have been approved for the conference.

Finance – Finance committee had reviewed the Treasurer's report prior to the Board meeting.

History – Petrona sent a letter to all new members indicating interest in the History committee. She is looking forward to some new recruits.

Legislative – Bette Packer submitted the report. The Legislative committee is waiting for the 2014 session to begin. Bette has submitted a draft "Minnesota Legislator's Resource for Environmental Health" to Kyle for his comments. The draft is pending submission to the Board for review.

Membership – Karen Casale submitted the report. MEHA currently has 352 members. Several memberships lapsed and several persons have joined, making the final membership number the same as it was in October. Dan Disrud presented an overview of committee activities as related to Policy and Procedure Manual and Strategic Direction.

Newsletter – Lori Green submitted the report. Fall issue of the Newsletter was published last week. Lori reviewed committee activity as related to the Policy and Procedure Manual. Fee structure in newsletter will now cover 2 instead of 4 issues.

Nominations – Dan Disrud submitted the report. Dan seeks assistance in recruiting candidates. Dan presented an overview of committee activities as related to the Policy and Procedure Manual

Outreach – Kyle Johnsen has recruited a couple members to this committee.

Publicity and Marketing – Kim has Jeff Brown and Jesse Harmon identified as possible co-chairs of this committee. SWAT analysis results would be a good place for this committee to start.

Registration – Frank Sedzielarz submitted the report. The Registration committee continues to conduct RS/REHS study sessions twice a month at the Fridley Community Center. Only one session scheduled for December.

Resolutions – Jim Topie submitted the report. Jim will schedule a meeting for review of the Policy and Procedure Manual.

Technology – Kim Carlton submitted the report. MEHA needs to renew domain and hosting registrations. Kim presented an overview of committee activities as related to the Policy and Procedure Manual and Strategic Direction.

Scholarship – Nicole Koltavy presented the report. Mary Lauren Olson scholarship applications are due today. The scholarship recipient will be identified by the end of December. The application due date for the first MEHA North Star Scholarship was December 1. The committee received two applications and will select a recipient before the end of 2013. Eight people passed the October RS/REHS exam. They were notified of a free one-year membership as a result of passing the exam.

MEHA may need to apply for a permit for the Spring Conference raffle that includes a prize between \$1,500.00 to \$50,000.00. Our scholarship raffle prizes may exceed \$1,500.00. The committee will look into the matter further and report back to the Board.

Student – No report submitted.

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

Jim Topie looks forward to more collaboration at future conferences, to include co-conferences for networking, professional growth and membership. Please note that renewal contact hours are on-line in a fillable form.

### **Old Business**

None.

**New Business**

None.

**Announcements**

Jim Topie provided inventory list for meeting attendees to review.

**Upcoming Meetings**

The next Board meeting is scheduled for February 11<sup>th</sup>, Ramsey County Office. Future meetings include April 8<sup>th</sup>, President's lunch meeting, location TBD.

**Adjourn**

M/S/P to Casale/Topie adjourn the meeting at 1:47 p.m.