

MEHA Board Meeting Minutes
February 12, 2013

The meeting was called to order by President Dan Disrud at 11:32 am. The following Board members were present: President Dan Disrud, Kim Carlton, Erin Gudknecht, John Tracy, Laura Huseby, Kyle Johnsen, Dr. Bill Toscano, Nicole Koktavy, Jeff Luedeman, Rob Carper, and Angie Cyr. The following members were present: Karen Casale, Sharon Smith, Matthew Theis, and Laura Schmidt.

Agenda

M/S/P Johnsen/Carlton to approve the meeting agenda.

Secretary's Report

The Secretary's Report was presented by Jeff Luedeman. The December 2012 meeting attendance record was corrected to reflect current Board membership. M/S/P Carper/Cyr to approve the meeting minutes as amended.

Treasurer's Report

John Tracy provided the report. The net change in activity for this reporting period is \$4,846.85. John opened discussion on proposed ways to spend a balance of approximately \$30,000.00. This would allow for an adequate checking balance of \$10,000 to 12,000, and savings balance of \$15,000 to \$20,000. Ideas proposed for discussion during the April Board meeting include: MEHA could restructure bid proposals for the Spring Conference so that MEHA picks up the food costs. MEHA could offer a scholarship for those who hold a Registered Sanitarian/Environmental Health Specialist certificate from MDH. MEHA needs to formalize the process of how the money is spent. The Board needs to reaffirm or have the committee chairs submit their budget proposals to the MEHA listserv by April 1, so that the Board can review prior to the next meeting. Secretary Luedeman will remind committee chairs to submit their proposals by April 1. President Disrud will send out a request for budgets emphasizing MEHAs return on investment for the members so that the Board can visit this during the April Board meeting. M/S/P Carlton/Huseby to approve the Treasurer's report.

President's Report

President Disrud's theme for this Board meeting is shaping the future of MEHA upon review of the pending agenda items and discussion that followed the Treasurer's report.

Committee Reports

Awards – Nominations are due February 20th, 2013. So far one nomination has been received.

Conference Planning – Laura Schmidt commented on positive attendance and feedback for the Winter Conference; 139 attended. Perhaps we could make Student membership more obvious, or create awareness. MEHA should give students automatic membership with conference registrations. The Spring Conference is scheduled for May 9th and 10th, and the committee is lining up speakers. Thanks to the Committee for a great Winter Conference.

History – Manny Camilon resigned as History Committee Chair.

Finance – Reviewed the Treasurer’s report on 2/11/13, prior to the Board Meeting.

Legislative – Bette Packer submitted the report. No legislative issues appear to warrant MEHAs attention at this point.

Membership – Karen Casale reported that the lapsed MEHA member list makes membership appear to have dropped, which is not the case. MEHA currently has 321 members. Non-members have lapsed membership through 12/31/12. Karen sent out 61 paper renewals and got 29 back. Many did not realize that their membership had expired.

Newsletter – Winter issue of newsletter was posted 2/8/13. Articles for the next issue are due 3/1/13.

Nominations – Rob Carper provided a list of persons nominated for the ballot for future Board positions. M/S/P Huseby/Toscano to accept the nominations.

Publicity and Marketing – No report issued.

Outreach – Kyle Johnsen reported on the STEM conference in St. Cloud. See the MEHA newsletter for more information. State Science fair is scheduled for April. MN EHLI Conference is scheduled for May, where MEHA is scheduled to sponsor a hospitality room. Film Festival is April 1st through 4th. Laura Schmidt suggested MEHA presence at the NAHMA conference in September. Could MEHA sponsor training for another agency, such as MPCA? Perhaps MEHA can pursue these opportunities.

Registration – Chris Forslund provided the committee report. The Committee is continuing with twice per month RS training sessions in Fridley.

Technology – Kim Carlton provided the report. The committee is exploring Wild Apricot system features including email capability for Newsletter announcements and blocking conference registrations at incorrect rates.

Resolutions – No report issued.

Scholarship – Nicole Kuktavy stated that the Committee awarded the 2013-2014 Mary Lauren Olson Scholarship to Jason Kunz. Nicole requested email notifications be sent to UMN Public Health Students with approaching conferences.

Student – No report issued. Dr. Pierce with UW Eau Claire requested Caleb Johnson give a presentation. The Board discussed waiving membership fees with the student round up events. M/S/P Cyr/Johnsen to waive membership fees with registration events during presentations at the UW Eau Claire.

President Elect’s Report

Kim Carlton presented the updated goals and objectives of the MEHA Strategic Direction, formerly Strategic Plan, to the Board. The review committee consisted of Kim Carlton, Dan Disrud, Erin Gudknecht, Jeff Luedeman, Manny Camilon, and Tom Messina. Kim proposed that the Strategic Direction be reviewed annually instead of every two years to see if it is working. The document can be viewed on the MEHA

website. Input from the SWAT analysis and member survey went into this revision. M/S/P Carper/Toscano to accept the MEHA Strategic Direction as presented.

Old Business: None.

New Business

NEHA AEC: Sharon Smith bought a NEHA AEC registration and is looking to donate it to MEHA at a value of \$565.00. MEHA will provide a tax receipt to Sharon. Dan Disrud proposes to use this as an opportunity to present scholarships for the MEHA Spring Conference. Perhaps this can be used to double the number of scholarships otherwise planned. M/S/P Tracy/Johnsen that MEHA offer four completely free Spring Conference registrations, one night lodging, and food, (about a \$1,200 value, \$565.00 of which donated by Sharon Smith). M/S/P Carper/Toscano to present four scholarships, with preference given (one each) to student, under five years member, general active, and retiree. Board Directors will make selections.

Policy and Procedure Amendments: Erin Gudknecht presented amendments to the Policy and Procedure manual. M/S/P Johnsen/Toscano to accept changes to the P&P manual.

By-Laws: Jeff Luedeman presented proposed changes to the By-Laws. M/S/P Caper/Koktavy that we present this to the membership for a vote at the annual meeting.

Announcements

Dan Disrud will be working with Angie Cyr on an Environmental Health Week proclamation for the first week of May.

Upcoming Meetings

The next Board meeting is scheduled for Tuesday, April 9th, 11:30 to 3:30 at the Shorewood Bar and Grill.

Adjourn

M/S/P Carlton/Gudknecht to adjourn the meeting at 3:09.