

## MEHA Board Meeting Minutes

February 11, 2014

The meeting was called to order by President Kim Carlton at 11:34 a.m. The following Board members were present: President Kim Carlton, President-Elect Jim Topie, Vice President Karen Casale, John Tracy, Kris Keller, Jeff Luedeman, Kyle Johnsen, Sharon Smith, Dan Disrud, and Rob Carper. The following members were present: Lori Green, Jessica Jutz, and Jesse Hennes.

### Agenda

Proposal for spending MEHA funds was added to new business. Food Code Advisory Committee was added to old business. M/S/P Disrud/Casale to approve the meeting agenda as amended.

### Secretary's Report

M/S/P Carper/Johnsen to approve the December 2013 meeting minutes as edited.

### Treasurer's Report

Kim Carlton presented the treasurer's report. Ending balance (total assets) last period (12/01/13 to 1/31/14) was \$69,952.60. Net change was +\$3,331.37. Finance committee had reviewed the report prior to the Board meeting. M/S/P Luedeman/Topie to approve the Treasurer's Report as submitted.

### Presidents Report

Kim Carlton had heard really good feedback from the MEHA Winter Conference. We had a very good turnout even with the poor, snowy weather.

### Committee Reports

Awards – Rob Carper submitted the report. The committee has been selected and includes Jim Schloegl and Peter Lindell. The committee met on February 7 and is actively seeking award nominations from different parts of our membership (i.e., drinking water, health agencies, etc.). Next meeting is scheduled for March 17. They have received one nomination so far.

Conference – Jessica Jutz presented the report. The MEHA Winter conference was a success. Several student members participated as well. The poster session was well received and the committee looks to continue this with future MEHA Winter conferences.

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

History – No report submitted.

Legislative – Bette Packer submitted the report. She requests feedback on an information sheet entitled A Minnesota Legislator's Constituent Resource for Environmental Health. The Board agreed to change the last part to invite any interested legislator to the MEHA website instead of contacting any particular Board member. Also, the list of Environmental Health areas can be expanded somewhat to include some more areas. Jim Topie will forward more information on this.

Membership – Karen Casale submitted the report. MEHA currently has 355 members. Wild Apricot has some features that need to be improved in order to more accurately and efficiently

count/capture membership/contacts, as well as conference registration. Technology, Membership, and Treasurer will meet separately in the next couple weeks to work toward some system/process fixes/improvements.

Newsletter – Lori Green submitted the report. Two newsletters are scheduled to go out in 2014; 1<sup>st</sup> in March, 2<sup>nd</sup> in September.

Nominations – Dan Disrud submitted the report. Dan extended his thanks to the committee for their help. The membership list needed some updates and the committee did not receive much response from email notices for nominations. Several Board positions will be open for membership voting. M/S/P Casale/Johnsen to accept the nominations as submitted by the committee.

Outreach – Kyle Johnsen recruited four new members to the committee. The committee has a number of ideas and is planning to order MEHA items for the membership to purchase in the next couple of months. Kyle requested an increase in budget from \$700.00 to \$2,000.00. M/S/P Carper/Casale to increase the Outreach committee budget as requested.

Publicity and Marketing – Kim spoke with Jesse Harmon and Jeff Brown about Co-Chairing this committee. They have agreed. Perhaps this committee could work with the Outreach committee. Kim would like to get these two committees and the Technology committee into a meeting in the next few weeks to discuss the SWAT analysis and Strategic Direction objectives and activities.

Registration – Frank Sedzielarz submitted the report. The Registration committee continues to conduct RS/REHS study sessions twice a month at the Fridley Community Center. NEHA will unveil the new REHS exam at the 2014 AEC. The committee seeks to update their study materials for the new exam. The committee requests a donation (\$50 to \$100) to the Fridley Community Center for use of the facility. They can use the money in their budget for this purpose. We need to have dates and location of the study group on the website for increased visibility for those looking to study for the REHS/RS exam.

Resolutions – No report submitted.

Scholarship – Nicole Kockavy sent the report. The committee requests consideration of covering the cost (\$25.00/golfer) for all golfers at the 2014 Mary Lauren Olson Memorial Golf Tournament held in conjunction with the annual conference in order to increase participation and contributions to the scholarship fund (see Request for Spending Money under New Business below).

Student – No report submitted.

Technology – Kim Carlton submitted the report. The MEHA website domain registration needs to be renewed by April. The committee is also looking to relocate the hosting site. Kim presented some options for the Board to consider, but they would entail increased cost compared with what MEHA is currently spending. The Board discussed getting help and/or submitting an RFP for the MEHA website updating/maintenance/operation, to include issues with Wild Apricot. The committee proposed looking into incorporating web-based conferencing for future meetings.

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

None for this meeting.

## **Old Business**

Food Code Advisory Committee – The committee is reconvening. MEHA had a voting representative on the committee. The Board discussed continuing with MEHA representation on the committee. M/S/P Carper/Keller to have Jeff Luedeman serve as the MEHA representative on the Food Code Advisory Committee.

## **New Business**

Policy and Procedure Manual Review – Jim Topie led a review and discussion of edits to the Policy and Procedure Manual. M/S/P Casale/Tracy to accept edits to the Policy and Procedure Manual.

MEHA Survey Summary – Tabled until our next Board meeting.

Request for Spending Money – John Tracy proposed ideas for spending down our account balance that also maintains a CD Ladder of reserves. M/S/P Carper/Johnsen to have the Conference Planning committee look into reducing the Spring conference package cost (target \$6,500.00) to registered attendees and present options to the Board; and to subsidize the golf course fee at the Spring conference to encourage more participation in this charitable event. Discussion: The Board will review and evaluate the value of these measures after the Spring Conference.

## **Announcements**

Third-year Director is in charge of the MEHA member to NEHA recipient/stipend.

## **Upcoming Meetings**

The next Board meeting is scheduled for February April 8<sup>th</sup>, President's lunch meeting, location TBD.

## **Adjourn**

M/S/P Disrud/Johnsen to adjourn the meeting at 3:43 p.m.