

MEHA Board Meeting Minutes
June 12, 2012

The meeting was called to order by President Dan Disrud at 11:30 am. The following Board members were present: Dan Disrud, Kim Carlton, Erin Gudknecht, John Tracy, Jeff Luedeman, Laura Huseby, Kyle Johnsen, and Angie Cyr. The following members were present: Karen Casale, Lori Green, Sharon Smith, and Laura Schmidt.

Agenda

Code of Professional Ethics was added to Old Business. Job Action Sheets was moved from New Business to Old Business. AEC Scholarship Announcement was added to New Business. M/S/P Cyr/Huseby to approve the meeting agenda.

Secretary's Report

Jeff Luedeman provided minutes from the April and May 2012 Board meetings. The April 2012 meeting minutes were corrected as follows: "Resolutions – Hold until new business" was changed to "Technology – Hold until new business". M/S/P Carlton/Tracy to approve the April 2012 meeting minutes as corrected.

M/S/P Huseby/Cyr to approve the May 2012 meeting minutes.

Treasurer's Report

John Tracy provided the financial report, which listed activity from 4/1/12 to 5/31/12. Activity for this period reflected a net increase. The checking activity, and MEHA balance sheet and income statement from 4/1/12 to 5/31/12, and for the past fiscal year were reviewed by the Finance Committee on 6/7/12. RegOnline has disconnected with MEHA accounts. M/S/P Huseby/Johnsen to accept the Treasurer's Report.

President's Report

Dan Disrud identified future tasks for the Board and organization, as well as some accomplishments. President Disrud would like to review the mission statement, have the Board consider pursuing a SWOT (Strengths, Weaknesses, Opportunity, and Threats) analysis, start a Sanitarian's academy and Past-President's society. MEHA had voting representation on the Food Code Advisory Committee where amendments to the Minnesota Food Code, Chapter 4626, were proposed. President Disrud will represent MEHA at the NEHA Annual Education Conference in San Diego.

Committee Reports

Awards – No report at this time.

Conference Planning – Laura Schmidt emailed the report. The annual Spring Conference was held May 10th and 11th at Ruttger's Bay Lake conference center. There were 97 attendees. The net profit of the conference was \$1,810.45. Several people asked to move the Spring conference closer to the Twin Cities. The Board discussed relocating the Spring conference closer to the Twin Cities based on cost/benefit. M/S/P Johnsen/Cyr to hold the 2013 MEHA Spring conference at Ruttger's Bay Lake conference center. M/S/P Johnsen/Huseby to explore options for a metro area site in 2014 based on cost analysis, to include the scholarship golfing. NOTE: The MEHA 2012 Fall conference will be held October 11th at Chase on the Lake in Walker, MN.

History – The report was provided by Manny Camilon. The Committee requests members to consider submitting items regarding the MEHA organization to the History Committee before throwing them away. Please verify whether or not the History Committee has a copy of the item. Future committee tasks include: Documenting historical records of the Association; Cataloging materials for historical records; Notifying the membership of MEHA and NEHA historical milestones; and, Encourage Departments to participate in Environmental Health and Public Health week events.

Finance – The Board reviewed the proposed FY 2013 (6/1/12 to 5/31/13) budget prepared by Lisa Schreifels with the various committee budget sheets. The President-Elect expense was increased from a proposed \$2,245 to

\$2,500. Also, the Awards Committee expense was increased from a proposed \$1,025 to \$1,125. M/S/P Carlton/Huseby to accept the proposed budget with modifications to the President-Elect and Awards expenses.

Legislative – No report at this time.

Membership – The report provided by Karen Casale and Dan Disrud. MEHA currently has 336 members. With RegOnline disconnecting, MEHA has switched the electronic renewal process to a new provider, Wild Apricot. The committee has renewed and/or enrolled 234 members.

Newsletter – Lori Green is seeking photos for the upcoming newsletter.

Nominations – No report at this time.

Publicity and Marketing – SWOT analysis discussion deferred until the August Board meeting.

Outreach – No report at this time.

Registration – No report at this time.

Resolutions – No report at this time.

Scholarship – Net income from the Spring conference fundraising activities, to include the golf tournament, raffle, donation, and booth fees was \$1,906.25. M/S/P Tracy/Smith to pay \$1,906.25 to the Mary Lauren Olson Scholarship.

SPH Student – No report at this time.

Technology – No report at this time.

President-Elect's Report

Kim Carlton set a goal for the Board to review the strategic plan this fiscal year. President-Elect Carlton is looking forward to networking at the NEHA Annual Education Conference.

Old Business

Board Duty Calendar and Job Action Sheets – Committee heads are to develop job action sheets for new/other committee members. Committee and Officer duties will be identified on the Board duty calendar. Jeff Luedeman will vet and update the 2012 – 2013 Board duty calendar against the Policy and Procedures Manual. The duty calendar will then be sent to Committee Chairs to edit. The plan is to post the Board duty calendar in the Board documents upon final Board review and approval.

Code of Professional Ethics – An Ad hoc committee had been formed to address a code of professional standards. The Board discussed the focus/intent of this committee with respect to developing a code of professional standards. President Disrud will redirect the focus of this committee.

New Business

Liaison Assignments

Committees:

President Dan Disrud to Membership and SPH Student
President-Elect Kim Carlton to Conference Planning and Registration
Vice President Erin Gudknecht to History and Resolutions
Secretary Jeff Luedeman to Technology
Treasurer John Tracy to Finance
2nd Past President (Appointee) Angie Cyr to Awards and Newsletter
1st Past President Rob Carper to Nominations
3rd Year Director Laura Huseby to Outreach
2nd Year Director Kyle Johnsen to Legislative and Publicity & Marketing
1st Year Director Susie West not assigned as committee liaison
Member at Large Nicole Koltavy not assigned as committee liaison

Organizations:

Angie Cyr for UWEC External Advisory
Joe Hibberd for NEHA Marketing Committee
Keith Johnson for NEHA Region IV, Vice President

AEC Scholarship – President Disrud announced that John Tracy is the AEC Scholarship recipient.

Strategic Plan Review – President-Elect Carlton would like to re-establish the committee. Review of the strategic plan has been pushed back pending further discussion and pending outcome of the SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis discussion planned for the August Board meeting.

Announcements

None.

Upcoming Meetings

The next Board meeting is scheduled for 8/14/12 at 11:30 in the Minnesota Room, MDH Snelling Office Park.

Adjourn

M/S/P Huseby/Johnsen to adjourn at 1:21 pm.

Respectfully submitted,

Jeff Luedeman