

MEHA Board Meeting Minutes
June 11, 2013

The meeting was called to order by President Kim Carlton at 11:32 a.m. The following Board members were present: President Kim Carlton, Erin Smilanich, Jim Topie, John Tracy, Jeff Luedeman, Sharon Smith, Kris Keller, and Dan Disrud. The following members were present: Lori Green, Karen Casale, Nicole Koktavy, and Jessica Jutz.

Agenda

M/S/P Disrud/Smilanich to approve the meeting agenda.

Secretary's Report

M/S/P Disrud/Smilanich to approve the April minutes as submitted. M/S/P Smilanich/Topie to approve the May meeting minutes as submitted.

Treasurer's Report

John Tracy provided an End of Year (6/1/12 – 5/31/13) summary report. John cashed out a CD valued at \$8,625.56, and bought new CD for \$5,000.00. Net change for this past year was \$9,232.52. Under New Budgets, the Conference Committee amount was changed from \$3,645.00 to \$3,000.00. M/S/P Luedeman/Smilanich to approve the Treasurer's Report as amended. John will have Finance Committee Chair to also review the report for the August Board Meeting.

Presidents Report

Kim Carlton plans to continue with what the MEHA Board has been doing. Kim and Erin registered for the NEHA AEC, and sent off Minnesota silent auction gifts. Lynn Moore's name has been submitted to NEHA for a national Merit Award, as recipient of the Frank A. Staffenson Award. MEHA has acquired a Certificate of Merit for the Registration Committee (2012) as well.

Committee Reports

Awards – No activity has occurred since the Spring Conference.

Conference – There were 115 Spring Conference attendees at the Ruttger's Bake Lake Conference Center in Deerwood, May 9th and 10th. There will not be a Fall Conference this year as the NEHA Region IV Conference is scheduled for September 25th and 26th in LaCrosse, WI. Please let committee members know about any suggested speakers or topics for the Winter Conference.

Finance – no report submitted. John Tracy submitted a check for \$1,893.00 to the Mary Olson Memorial Scholarship fund.

History – no report submitted.

Legislative – There was no activity in the past month. Bette Packer requests a little direction from the MEHA Board for the upcoming year regarding position papers for proposed legislation.

Membership – Karen Casale submitted the report. MEHA currently has 343 members. Karen will provide a membership list in July. She will also archive records of persons whose memberships have lapsed for four years. Karen will also look to promote the MEHA Institutional Membership at Colleges and Universities.

Newsletter – Lori Green is working on the Summer MEHA Newsletter. Thank you to everyone for their submissions for this issue.

Nominations – Dan Disrud spoke to Board members about speaking with co-workers about serving as a future Board member. Dan is looking to do some recruiting.

Publicity and Marketing – no report submitted.

Outreach – no report submitted.

Registration – The committee is organizing study sessions again. The registration committee participated, by invitation, in a Stipend Internship Committee (ad-hoc) meeting on 5/23/13.

Resolutions – no report submitted.

Technology – no report submitted. Committee members will look to involve credit card payment technology for those registering at conferences (no fee to MEHA).

Scholarship – The 2013 annual golf tournament held at Ruttger's Bay Lake Lodge in May generated \$373.00 for the scholarship fund (income \$885.00, expenses \$512.00). The 2013 scholarship raffle held during the Spring Conference at Ruttger's generated \$1,295.00 (\$1,476.00 in sales, \$181.00 expense). The Mary Lauren Olson Scholarship receives half of any fees collected from the MEHA Spring Conference booth rentals as a regular source of revenue. Booth rentals during the Spring Conference generated \$275.00.

Student – no report. Jim Topie commented on getting Student members more involved with Committees to encourage and cultivate future participation with MEHA.

President Elect's Report

Erin Smilanich will be going to the NEHA AEC in July.

Old Business

Board Duty Calendar and Job Action Sheets – The intent is to keep members on track of what the committee duties entail. Kim has received Job Action Sheets from six (Awards, Conference, Membership, Nominations, Scholarship, and Technology) committees. Erin will follow-up with the remaining committee chairs for their job action sheets. MEHA should follow format of WEHA action sheets. See latest calendar for corrections. Jeff will convert the MEHA calendar into the new (WEHA) format. Committee chairs will convert job action sheets.

Remaining Budget Items – Nicole Koktavy submitted a proposed budget request for the Scholarship Committee. Scholarship Committee duties are limited to the MLO fund. M/S/P Smilanich/Topie to expand duties of the Scholarship Committee to offer additional scholarship awards separate from the MLO scholarship fund as described in 33.01 through 33.12 in the MEHA policy and procedure manual, with discretion of the Board. M/S/P Tracy/Smilanich to approve \$1,500 for the new duties of the scholarship committee for

numbers 1 (*Annually recurring RS/REHS Prospect Scholarship*), 2 (*Annually recurring UW-Eau Claire ENPH Scholarship*), and 5 (*Three recurring student stipends to the Winter Conference (\$150.00)*), with a requirement that they propose to the Board how these items will be awarded, separate from the MLO fund.

Promoting Student Membership at UWEC – Per Laura Suppes at UWEC. Kim will describe what Caleb has done so far and will put them in contact with each other.

Stipend Scholarship Proposal – This item is tabled until a future meeting.

New Business

Board Liaisons & Committee Chairs – Assignments were made and listed on the Board and committee chair directory.

Payment for MEHA Conference Non-attendance when Registered – If there is no cost to MEHA, the Board will not pursue this. This has not been a big problem.

2014 AEC Bids – M/S/P Tracy/Luedeman to select Arrowwood in Alexandria for the next MEHA AEC April 30 to May 2, 2014.

Strategic Direction Review – President Elect (per calendar). This will be removed as an agenda item, to be included as an update item in the President-Elect's reports.

Pins and Bars – Laura Schmidt has the MEHA pins. Laura will email Board to find out who has a pin. Will revisit the issue of association bars in the Spring.

Announcements

None.

Upcoming Meetings

The next Board meeting is scheduled for August 13th, at Black Bear Crossings at Como Lake. Additional meetings are scheduled for October 8, December 10th at the Ramsey County Office, February 11th, and April 8th.

Adjourn

M/S/P Topie/Keller to adjourn the meeting at 2:37 p.m..