

MEHA Board Meeting Minutes  
October 23, 2012

The meeting was called to order by President Dan Disrud at 11:32 am. The following Board members were present: Dan Disrud, Kim Carlton, Angie Cyr, John Tracy, Jeff Luedeman, Laura Huseby, Bill Toscano, and Nicole Koltavy. The following members were present: Manny Camilon, Jessica Jutz, and Lori Green.

President Disrud called the meeting to order at 11:32.

**Agenda**

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

**Secretary's Report**

The August 2012 meeting minutes were corrected. Wording in "New Business", under "MEHA Support for Credentialing" was clarified. Also, the meeting adjournment time was added. M/S/P Carlton/Huseby to approve the August 2012 meeting minutes as corrected.

**Treasurer's Report**

John Tracy provided the financial report, which listed activity since the August 2012 report. Activity since August has been minimal. Discussion focused on how to systematically reinvest into MEHA because an \$8,500 CD matures in April, 2013. Possibilities include benefits/discounts to members for conference attendance; covering registration costs for conference speakers; further resource the registration committee to offer REHS study materials. John proposed a budget for the Treasurer for QuickBooks (not compatible with Wild Apricot) and for an annual audit by a CPA firm. These ideas may be incorporated into an upcoming MEHA Policy and Procedure review. M/S/P Luedeman/Cyr to accept the Treasurer's Report.

John Tracy requests \$1,000.00 for a CPA/Accounting Firm review of the MEHA Treasurer records. M/S/P Huseby/Cyr to allow up to \$1,500.00 for a firm to review MEHA Treasury records.

**President's Report**

President Disrud reported that Joe Hibberd had resigned his position as Technology Committee Chair. John Tracy has been very helpful in getting Wild Apricot functional. Karen Casale has also helped with the data transfer. Kim Carlton has been very helpful with MEHA on Facebook. Please keep the dialog open as we proceed through the SWOT analysis and other efforts. Review of committee assignments: Legislative Committee request to involve Spencer Pierce on this committee; Technology Committee – Tony Georgeson's involvement is pending, also Matt Theis's involvement on this committee is pending; Student Committee – Steve Bennett and Craig Hedberg will be co-chairs of this committee.

**Committee Reports**

Awards – Long term service award needs to be further developed so it can be issued at the Spring Conference.

Angie Cyr would like help with this.

Conference Planning – Jessica Jutz provided an overview of the Fall MEHA conference. Committee is working on the Winter Conference and possible locations. Date and location TBD (see report).

History – Manny Camilon provide a written report. Manny worked as a consultant on the oral history project for the MPHA and would like to do something similar for MEHA.

Finance – John Tracy provided a written report. See the Treasurer's report above.

Legislative – No report at this time.

Membership – Dan Disrud provided a written report. MEHA membership is currently at 370. The new electronic renewal system provider is working, though we need to edit some membership renewal information with the transfer.

Newsletter – Lori Green is working on the Fall issue, which is due out in the next few days.

Nominations – No report at this time.

Publicity and Marketing – No report at this time.

Outreach – No report at this time.

Registration – No report at this time.

Resolutions – No report at this time.

Scholarship – Nicole Koltavy provided a written report. The committee is getting ready to send the scholarship announcement to the U of MN School of Public Health. Also, the committee looks to increase the award from \$1,700.00 to \$2,000.00 this year (within 5% of fund balance). The Scholarship Committee needs a third-year trustee.

SPH Student – No report at this time.

Technology – Kim Carlton provided a written report. The first round of conference registrations using Wild Apricot (new system provider) has been completed with fewer user-related complaints than the previous system. The Technology Committee is in need of members and a co-chair/chair.

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

Kim Carlton looks to review the Strategic Plan now that the SWOT analysis has been completed. Kim has requested volunteers to assist with the review. Dan, Kim, Jeff, Manny will review.

### **Old Business**

Code of Professional Standards – Dan Disrud stated that Tim Jenkins got some comments after the Fall MEHA meeting presentation. It is not certain at this point where or how this document may be affiliated with MEHA.

Member Survey – Dan Disrud distributed an example standardized survey from (Illinois) IEHA. MEHA plans to use a modified version of this for its own members via Survey Monkey. Please contact Dan with any changes to the survey document. The Board supports conducting the survey in a manner consistent with IEHA for affiliate comparison. M/S/P Luedeman/Tracy for Dan and Kim to conduct the membership survey with a target of sending it out by the new calendar year, supported by funds to conduct the survey, not to exceed \$200.00.

SWOT Analysis – Dan Disrud provided a written summary of the SWOT analysis conducted earlier in October, 2012. The summary covered strengths, weaknesses, opportunities, and threats, and next steps with strategic plan review. In general, those who attended the meeting saw it as a valuable / useful experience. This provides a framework to help in reviewing and updating the strategic plan and certain committee work (i.e., outreach, etc.). These results also provide opportunity to further review the MEHA mission statement.

### **New Business**

Scholarship Trustee Appointment – Scheduled for September 1. President Disrud's appointed Jill DeBrito as 1<sup>st</sup> Year trustee. Also, Nicole is 3<sup>rd</sup> year trustee and chair of the fund. 3<sup>rd</sup> Year is vacant and Dan is working on filling it. M/S/P Carlton/Huseby to accept appointments.

### **Announcements**

Jessica Jutz – The MEHA Winter Conference will be held Thursday, January 31<sup>st</sup> at the U of MN (Continuing Education Center).

Kim Carlton – State Science Fair for Junior High and High School is coming up in March, 2013. MEHA is listed on their website as supporting partner. Kim will contact membership for volunteers to attend and judge projects.

### **Upcoming Meetings**

The next Board meeting is scheduled for December 11, Minnesota Room at 11:30 in the, MDH Snelling Office Park. February 12, 2013 is at SOP, Minnesota Room.

April, 2013 is off-site.

May, 2013 is in Deerwood

June, 2013 is off-site.

### **Adjourn**

M/S/P Carlton/Huseby to adjourn the meeting at 1:22 p.m..

Respectfully submitted,

Jeff Luedeman