



MEHA BOARD MEETING

October 13th 2015

12:00 to 4:00 PM

St. Anthony Library Meeting Room

2941 Pentagon Dr. N.E., St. Anthony, MN 55418

Call to Order

Quorum: 6 of 11.

President: Sadie Pulk : Not present

First Past President: Jim Topie: Present

Second Past President: Kim Carlton: Present

Member at Large: Greg Abel: Not present

Third Year Director: Sharon Smith: Present

Vice President: Nicole Hedeem: Not present

President-Elect: Jeff Luedeman: present

First Year Director: Valerie Gamble: Not present

Secretary: Ryan Lee: Present

Second Year Director: Kris Keller: Not present

Treasurer: Eric Freihammer: Present

Housekeeping

- Meeting called to order by Jeff Luedeman at 12:33 PM

Introductions

- Sharon Smith: Third Year Director, MDH
- Jesse Hennes : Washington County
- Kim Carlton: Second Past President, MDH
- Caleb Johnson: Hennepin County
- Michelle Messer: MDH
- Karen Casale: Karen Casale Consulting
- Eric Freihammer: Treasurer, MDH
- James Topie: First Past President, MDH
- Ryan Lee: Secretary, MDH
- Jessica Jutz: Bloomington

- Tessa Whitemarsh: Washington County
- Jeff Luedeman: President-Elect: MDA

Agenda Approval

Additions to the agenda:

- **Discussion:** Conference Committee wants to add Winter Conference feeds to website
- Update of NEHA Region 4
- MEHA E-blast update
- Addition of Scholarship Committee budget adjustments

Ryan moves to approve the agenda, Sharon seconds the motion, the motion carries.

Secretary's Report

- Addition of board members to the minutes as in the agenda
- Kim moves to accept the minutes, Jim seconds the motion, the motion carries.

Treasurer's Report

- Arrowwood report has been edited to account for corrections.
- Eric suggested that future expenditures be added to the budget planning to help plan ahead and to generally update the budget excel file so that it is neater.
- Kim suggested that the treasurer produce a graph for finances/determine the cyclical flow of income vs expenditures.

Jim moved to accept the treasurer's report, Sharon seconds the motion, the motion carries.

President's Report

- Sadie was not present.
- No report made.

Committee Reports

Awards Committee

The Committee is working to get the awards nomination forms updated and posted on the website.

Nomination forms updated and on the website.

Application award for the Merit Award application should reflect that it is supposed to include anyone giving outstanding service for the association not just a sanitarian.

No nominations have been received to date.

Two awards applied for at NEHA for the upcoming Winter Conference.

Conference Planning Committee

The Conference Planning Committee is working on putting together the Winter Conference. It will be held on Thursday, January 28th at the Continuing Education and Conference Center on the St. Paul Campus of the University of Minnesota. So far we have confirmed two of the six speakers and have leads out to other potential speakers. We hope to have the agenda finalized by the end of October with registration opening in November. We plan on hosting the Student Poster Session for the third year in a row. Please find the call for research posters attached and distribute them to universities and individual students to make them aware of this opportunity. Also attached is a save the date poster for the Winter Conference. Please distribute this to your colleagues.

Concerning the price of the conference: Last year was \$30, actual cost was near \$40. \$2,200 was spent on the Winter Conf. 200 people attended.

Question to the board: Does the board wish to continue subsidizing the Winter Conference attendance fees? And can a coupon code be used for use in providing reduced fee or free fees for those presenting/other selected individuals?

Kim motions that: Winter Conference that fees be set at \$40 for members \$20 for students and retired members, \$80 for non-members, and \$0.00 for committee co-chairs, chairs, and students who are presenting and speakers listed on the agenda. Jim seconds the motion. The motion carries.

Action comment: Tech Committee will be tasked with coupon codes for conference fees.

Finance Committee

See Treasurer's report.

History Committee

Please be advised that there has been no activity over the past month. Michelle and I will be meeting shortly to put together the information that we received from the agencies so far.

Consideration: A centralized location for storage of items related to MEHA.

Request for information on documents stored by other members requested by Michelle.

Meeting is suggested for the accumulation and storage of History and other stored MEHA items.

Legislative Committee

The Legislative Committee has not had activity in the past 2 months.

Membership Committee

After the most recent updates, we have 409 members (365 when the September lapsed members are removed). Since the August board meeting we have had six new members (1 active 5 student), however 46 members lapsed July through September (10 active, 1 retired and 35 students). This

group does include the memberships that lapsed in September most of them the students that signed up at the 2014 U of M orientation. Getting the membership to update their membership profile is a continuing problem. Fillable PDF membership applications are now available on the MEHA website in addition to online membership.

The list of members whose membership expired between January 1, 2015 and September 30, 2015 is attached. Please continue to make personal contacts with as many on the list as possible. We have had a good response to personal contacts and have generated several renewals of lapsed members. We are continuing to develop correspondence to lapsed members to encourage renewal. The Annual Membership List for email distribution to the membership is attached.

Please continue to monitor the lists of members interested in committees or the board of directors. The lists are attached.

Action Item: Member list needs to be emailed out via e-blast by Tech Committee.

Newsletter Committee

I am currently working on the fall issue of the MEHA newsletter and hope to have it published by the end of the week. Thank you to everyone for all the wonderful photos you sent. Also, send me any people news you may have. This includes retirements, new hires, changing jobs, weddings, births, awards, etc... I feel it's important to highlight and recognize what individuals in our organization are doing.

Nominations Committee

There has been no activity by the Nominations Committee since the last board meeting.

If anyone has ideas of potential MEHA Board nominations, please let me know.

Outreach Committee

No Report

Shoreline cleanup on Oct 3rd was a beautiful day.

Publicity & Marketing Committee

Publicity & Marketing will have a display table at the Government & Non-Profit Career Fair on October 23rd, 2015 in Minneapolis. With the help of the Outreach Committee, MEHA was involved in a Shoreline Cleanup earlier this month. MEHA also had a display table at NEHA this past week. Our new table runners have been purchased, and if anyone would like to use them, please contact Jeff Brown or myself.

Registration Committee

It's been a busy summer but we continued to conduct study session thru September. Special recognition goes to Doug Edson who planned and conducted the September study sessions. His 9/8/15 session included Roger Van Tassel, licensed plumber with the City of Minneapolis, who guided the class through a typical inspection. One session is planned in October, on 10/13/15, as exam candidates cram before the 10/23/15 exam.

We anticipate having at least one session in November. The date and topic(s) for that session will be decided later, pending requests from exam candidates. We will provide that information for the MEHA News Bulletin as soon as we have a plan.

All other Registration Committee activities have been on hold over the summer. We hope to get back on track this fall with ordering shirts for presenters and securing additional study materials.

Resolutions Committee

No report

Scholarship Committee

- The annual U of M School of Public Health grad student orientation MLO scholarship informational presentation took place on 9/2/15 at the U of M Alumni Center and was attended by Caleb Johnson and Heather Flueger.
- The Scholarship Committee held a telephone conference call on 9/21/15 to discuss this year's scholarships and possible fundraising ideas for the 2016 scholarships.
- Announcements of the MLO and Northstar scholarships were updated and sent out to members via MEHA email blast on 10/3/15. Additional contacts have been/will be made to notify schools directly about the scholarships.
- The Scholarship Committee intends to request an additional \$100.00 of funds from the MEHA treasury at the 10/13/15 board meeting for the purposes of being able to offer two \$1,000 Northstar awards this year; the current committee budget is \$1,900.
- The MLO scholarship award will be \$2,000 this year; the fund balances as of June 30, 2015 are a total balance of \$46,504 and an available balance of \$2034.

The deadline for scholarship application submission for both scholarships

Student Committee

There has been no activity by the Student Committee since the last board meeting.

Technology Committee

The Technology Committee members are working to get Google Docs set up to accommodate the need for secure file sharing to allow committee and board members to share and access documents in a common location.

Information on Google Documents shared: set up for file sharing at the moment.

Kim motions for Ryan to do work on a trial basis, Jim seconds the motion. The motion carries.

Google Analytics from the period of August 1st–October 7th show that the most accessed page on mehaonline.org is Job Postings; Photo Galleries also showed up in the top ten list during that time period.

Kim motions for Ryan to do work on a trial basis, Jim seconds the motion. The motion carries.

Ten minute recess called at 1:51 PM.

Resumed meeting at 2:00PM

President-Elect's Report

Strategic directions have not yet been updated.

Plans on a November meeting for the strategic directions.

Plans on updating the board for the December meeting.

Old Business

1. New MEHA logo status. All three have been submitted to Minnesota Secretary of State for registration.
 - a. The original application was rejected by the Sec of State.
 - b. These logos will be selected for "specific" uses and registered separately.
2. MEHA has been renewed with the MN Secretary of State

New Business

1. MEHA conference mentorship program ideas:
 - a. Ideas for recruiting professionals other than emailing the MEHA listserv
 - b. Ideas for pairing students and professionals based on expertise and interests?
 - c. For board members who participated as mentors, did the emails prompt conversation between you and your mentee? If not, what can be improved? Should this part of the program be eliminated or was is worthwhile?
 - d. Ideas for increasing student participation from universities other than UWEC
 - e. Other ideas on how to facilitate the mentoring (last year mentees had lunch with their mentors and sat with them for the remainder of the conference).
 - i. Can we match students with like or similar professionals that might be able to peak their interest?
 - ii. Can we reach out to professors to motivate kids about joining?
 - iii. Contact colleagues at colleges/universities about mentoring program.
 - iv. Should the mentorship program meet at the conference?
 - f. Jessica to discuss with Laura Suppes about the above items.
2. Any changes suggested to the Internship Possibilities as sent by Jesse Harmon.
3. For future MEHA conferences, request from NEHA continuing education contact hour approval for CP-FS (NEHA credential of Certified Professional Food Safety).
Best:

- a. Jim approves contact yours for REHS, and CPFS certificate. \$50 per agenda to have NEHA review and approve conference agenda to approve contact hours for CPFS.
 - b. Some people carry both credentials.
 - c. Tabled for December Agenda.
4. How should security settings be set for online file sharing? **Action** in Tech Committee.
 5. Can adjustments be made to Wild Apricot so that renewing members (if they so choose) can opt to increase their membership level?

Can additional funds be sent via donations along with membership renewal?
Kim Motions, Sharon seconds, no vote. Tech Committee will look into options.
 6. Conference registration fees: addressed above
 7. MHEA E-Blast: around fifteen people were represented in the E-Blast
 8. NEHA conference brought up. Mpls convention bureau can subsidize conferences.

Announcements

Upcoming Meetings

December 8th 2015 Location TBD

Jess will see if Bloomington is available at 11:30 to 3:30. 1800 West Old Shakopee Rd

Adjourn

Motion to adjourn made by Kim, seconded by James Topie the motion carried, the meeting adjourned at 3:00 PM.

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