

MEHA Board Meeting Minutes  
August 9, 2011

The meeting was called to order by President Rob Carper at 12:33 p.m. The following board members were present: Rob Carper, Dan Disrud, Molly Wellens, Lori Green, John Tracy, Kyle Johnsen and Laura Huseby. The following members were present: Jessica Jutz, Manny Camilon, Sharon Smith, Lisa Schreifels, Evan Henke and Karen Casale.

**Agenda**

The agenda was reviewed. The Minnesota Sunset Act was tabled until the next meeting and Lisa Schreifels will discuss the registration committee request for training materials for Chris Forslund. M/S/P Disrud/Johnson to approve the agenda.

**Secretary's Report**

One item regarding a NEHA expense was clarified from the previous minutes and the spelling of Jessica Jutz's last name was corrected. M/S/P to approve the June 14, 2011 minutes.

**Treasurer's Report**

John Tracy handed out and discussed the financial report. He reported there has not been much activity the last two months. The checking account is down as this reflects paying for the website. A check for \$1,363.83 will be sent to the scholarship fund. Erin Guetnecht from MDH has not yet submitted her bills from the AEC for reimbursement. President Carper will check with her on this issue. M/S/P Disrud/Huseby to accept the Treasurer's Report.

**President's Report**

President Carper reported on the NEHA conference. He discussed NEHA's sustainability's effort, reported on the affiliates meeting and focus groups. He connected with neighboring affiliates from Iowa and North Dakota and was pleased to see three speakers from MN and such good representation from MN as well.

The scholarship trustee was discussed and Candace Carmichael from City of St. Louis Park was appointed to a two-year term. M/S/P for nomination Disrud/Johnson.

**Committee Reports**

*Awards-* None submitted

*Conference Planning-* Sharon, Jessica and Laura reported the keynote speaker for the fall conference cancelled. The issue of conference payment from MDH was discussed and President Carper suggested using a purchase order for the number of people that will attend in the future and the organization should have a procedure for registrations/payments. He will discuss this with Kim Carlton after the fall conference. John Tracy suggested that MEHA go through one cycle of RegOnline and then reevaluate.

*Finance-* Lisa Schreifels discussed the audit procedures and reported the organizations finances are in good order. She also talked about budget proposals and only half have been submitted from committees

*Registration-* Submitted a new budget request for \$350 and it was discussed that the board needs to work with committee chairs on communication regarding budget proposals. Budget spreadsheet was reviewed by Lisa and John and Kyle Johnson reduced his current budget from \$1,000 to \$500 and President-Elect Disrud amended his proposed budget from \$1,700 to \$2,500. John Tracy suggested passing the budgets for those committee's that submitted them and carry over last years' numbers for those committees that did not. M/S/P Schreifels/Huseby.

*History-* Manny reported things are wrapping up for the 50<sup>th</sup> anniversary year. The date for time capsule submissions has been extended to the end of the year.

*Membership-* Karen reported we are at 353 members. She is hoping to do online membership beginning October 1<sup>st</sup>. President Carper will call Joe Hibberd for a status update of the online member list.

*Legislative* -No update

*Newsletter-* Articles are due by September 1st.

*Nominations* -No report

*Publicity and Marketing-* No committee chair

*Outreach-* Kyle reported a letter is going out to vendors for the Region 4 conference.

*Resolutions* -No report

*Technology-* No report

*Student-* Evan Henke reported on the student group at the School of Public Health. There are currently 125 students in the MPH program. Regular group meetings are held to foster professional development. The group has a budget of \$500 and funds will be used for food for the meetings and student scholarships for the winter conference. Evan reminded everyone that the student group can be used as a resource when it comes to projects that agencies might have. Craig Hedberg will co-chair this group.

## **President Elect's Report**

President Elect Dan Disrud discussed the importance of MEHA continuing to send both the President and President-Elect to the NEHA AEC conference to scout out conference speakers for MEHA. He also discussed his experience at the NEHA conference and suggested MN holding a future NEHA conference.

## **Old Business**

None reported

## **New Business**

(The first three agenda items listed under new business were discussed in committee reports.)

*Ethics Committee-* Dan discussed the strategic plan and the importance of values, developing and implementing a code of ethics. A subcommittee consisting of Michelle Messer, Jan Kelly, Doug Dwyer, Tim Jenkins, Fong Lor and a representative from greater MN will meet in August to discuss this issue. This effort has been delayed in the past due to the state shut-down.

Adjourn

M/S/P Huseby/Johnson to adjourn the meeting.

Respectfully submitted,  
Lori A. Green, Secretary

