

## MEHA Board Meeting Minutes

October 4, 2011

The meeting was called to order by President Carper at 11:38 a.m. The following board members were present: Rob Carper, Dan Disrud, Solvei Wilmot, John Tracy, Kim Carleton, Kyle Johnsen and Lori Green. The following members were present: Karen Casale, Sharon Smith and Joe Hibberd (arrived at 11:54 a.m.)

### **Agenda**

The following items were added to the agenda: history report from Manny Camilon, Reg Online-Member and Technology should include a discussion by all present and mission statement added under old business. M/S/P Disrud/Wilmot to approve agenda.

### **Secretary's Report**

The following corrections were made to the August 2011 minutes: Evan Henke's last name was added and the spelling was corrected in Kyle Johnsen's and John Tracy's name. M/S/P Tracy/Carlton to approve the August 9, 2011 minutes with corrections.

### **Treasurer's Report**

John Tracy discussed the amount of outstanding checks the organization has. He also addressed concerns and questions he has with Reg Online regarding how payments are documented. President Carper said there will be growing pains with Reg Online and it is important to keep the lines of communication open. Erin Gutnecht was reimbursed from MDH for the NEHA conference and MEHA reimbursed MDH. John discussed the balance sheet and he said to remove the remainder column from page two and he would rework for the next meeting. M/S/P Wilmot /Johnsen to accept the the treasurers report.

### **President's Report**

President Carper stated the association's system is running well. The NEHA conference was top-notch and he received some very good comments. The history committee has done an excellent job educating us about the past. He also had very positive comments about legislative, marketing, membership, registration and outreach committees. Our technology committee is keeping us up to date by designing a new website, online payment system and is helping the association to grow. We are promoting ethics among our membership.

### **Committee Reports**

Awards-No report

Conference- The winter conference was discussed under new business.

Finance- Report submitted by Lisa S.

History-NEHA Region 4 Conference was well attended. Overall, the 50<sup>th</sup> Anniversary year for MEHA was a total success. A last call was put in the newsletter for contributions for the time capsule.

Legislative-No Report

Membership- Karen stated that membership is at 388 members. There are many people, particularly students, who have lapsed. President Elect Disrud discussed the Code of Ethics subcommittee and stated the group will meet again in November.

Nominations- No Report. President Carper did contact Robert Servian for a report.

Newsletter- Lori stated she was working on the fall issue and would be posted shortly.

Publicity-Tom will have a report in December.

Outreach-Kyle reported there were six vendors at the NEHA conference.

Registration-Committee members are working on expanding the resource base and updating training information.

Resolutions-No Report

Technology-The committee set-up the online registration for the last conference and they are prepared to do the membership.

Student- Report submitted by Carlota.

## **President Elects Report**

Dan talked about keeping the strategic plan alive. Discussion also centered around exploring MN as a host for a future AEC. The board approved submission for consideration of hosting the 2015 AEC in Minnesota. M/S/P Hibberd/Wilmot.

## **Old Business**

Solvei reported the mission statement process is moving along slowly and she hopes to have something for the December meeting.

## **New Business**

Reg Online/Database Discussion. Issues regarding membership and finances with Reg Online were discussed. The system was used for the NEHA Region 4 conference. Joe reported they are a paperless company and send out an email the 5<sup>th</sup> of each month with a link to review invoices. Karen wants to see a flag in front of a persons' name before they register as either a member or nonmember. This can be set-up with the company. Joe reported Reg Online has a good online help section. He has worked with an account manager and also been referred to a tech specialist if needed. Joe reported a system was set-up so two notices are sent out for membership. The first notice is sent 30 days prior to renewal and the second notice is 15 days prior to renewal. Karen wants to delete the 30 day period and change to six weeks. It was also agreed that Karen will keep the historical data. Paper applications were also discussed. Applications will still be available at conferences and if a person fills one out the membership committee will enter it into the system. President Carper stated the need for communication during this transition period and our goal is to serve the customer.

Sharon stated she received very positive comments for the conference registration. Currently, the choices for payment are check, credit card or purchase order and Joe will delete the option for purchase order.

MEHA Inventory-Kim passed out and reviewed the inventory list with the board.

NEHA Conference Wrap-Up-Sharon is waiting to see where expenditures are at from the conference. We did not meet our contractual agreement on sleeping rooms however the hotel did not meet all of their responsibilities either.

Newsletter Committee Update-Lori stated that she has had an increase in her regular workload and needs assistance with compiling information for the MEHA newsletter.

MN Sunset Act-The government created a commission to review every agency and advisory committee to determine if they are doing their original function. The Sanitarian Registration Committee is due to sunset on 06/30/2013. Lisa S. and Kim C. are on a committee working on redefining the registration rule. Joe and Dan agreed to draft a letter from Rob showing support from the MEHA board. M/S/P Wilmot/Hibberd.

## **Announcements**

John stated the food code advisory committee is done. There will be a 60 day comment period.

The next MEHA board meeting will be in conflict with the upcoming FDA training and President Carper will send out a message with an update.

Adjourn

M/S/P Wilmot/Disrud at 2:27 p.m.

Respectfully submitted,  
Lori A. Green, Secretary