



**MEHA Board Meeting DRAFT Minutes
Tuesday, October 11th 2016**

1800 West Old Shakopee Rd City of Bloomington, 11:30 AM.

Call to Order

Meeting called to order at 11:33 AM.

Quorum: 6 of 11.

President:	Jeff Luedeman	Present
First Past President:	Sadie Pulk	Present
Second Past President:	James Topie	Present
Vice President:	Caleb Johnson	Present
President-Elect:	Nicole Hedeem	Present
Member at Large:	Amy Zagar	Present
First Year Director:	Jesse Harmon	Not present
Second Year Director:	Valerie Gamble	Present
Third Year Director:	Kris Keller	Present
Secretary:	Ryan Lee	Present
Treasurer:	Erik Freihammer	Present

Introductions – Non Board Members

Jessica Jutz – Conference Planning Committee – Bloomington.
 Michelle Messer Jutz – Conference Planning Committee – MDH
 Karen Casale – Membership Committee – Consulting
 Christina Schultz
 Kim Carlton – Technology Committee – MDH

Agenda Approval

Ryan L. moves to approve the agenda Amy Z. seconds the motion, the motion carries.

Secretary’s Report

Caleb J. moves to approve the August Minutes, Ryan L. seconds the motion, the motion carries.

Treasurer's Report

Information passed out at the meeting, details redacted for organization privacy.
Spend down has continued, and financial outflows should be reviewed.
Valerie G., and Nicole H. seconds the motion to accept the treasurers report.

President's Report

Congratulations and thank you to the conference planning committee in the organization of the Fall Conference. The regional flavor made for a good addition including the iron range and local foods.
A job very well done.

President-Elect's Report

Favorite conference so far, they keep getting better and better.
Committee chairs asked for a job action report:
Hand out provided by Nicole for job action sheet updates.

Strategic directions: comments from some committees, will be presented at the December meeting.

1. Conference planning: it would be nice to have someone review contracts / negotiations
2. Communications: Budget may need to be increased if they need a new computer and they would like a committee member to help with social media.
3. Membership: logistics may be difficult, but an additional person may be needed. Pushing membership online? Send them to the membership page.
4. Publicity and Marketing: Suggestion that they be combined.
5. Scholarship: additional committee members.
6. Student: Would be great to have the University of Minnesota more involved.
 - a. As in pizza, or student nights.
7. Technology: open to additional members.
8. Nominations: send ideas for who would be good board members.

Discussion on merging Marketing and Publicity and Outreach.

Discussed in President Elects report. Chris volunteers to help facilitate a discussion between the outreach and publicity and marketing committee.

Committee Reports

Awards Committee

Respectfully Submitted by: Jim Topie

The Awards Committee has confirmed the job action sheet in the Google Drive is current.

Upcoming activity will be to: Work with Technology Committee to post most current award nomination forms on the website.

We will seek nominations for the following awards:

Frank A. Staffenson Environmental Health Professional of the Year Award,
Emerging Professional Award, and

Merit Award

Award categories to consider awarding and discussion should take place regarding them at the Board meeting are:

Retired membership Award,
Honorary membership Award (up to two per year),
Lifetime membership Award

ARTICLE III – Membership

Section 3. Retired membership may be awarded to any active member, provided the individual has belonged to the Association for at least five consecutive years preceding retirement; has accrued at least twenty (20) years of environmental health service; and is currently retired.

Section 4. Honorary membership may be conferred upon any person for distinguished achievement or service for public benefit by a two-thirds (2/3) vote of the Board of Directors.

Section 9. Life membership may be conferred on any previously Active member upon a unanimous vote by the Board.

Conference Planning Committee

Respectfully Submitted by:

Jessica Jutz, Michelle Messer & Tessa Whitemarsh

The conference planning committee was busy putting together and running the fall conference which was held Thursday, October 6th at the Holiday Inn in Duluth. We had 82 attendees. Jessica scanned through the evaluation forms and they were overwhelmingly positive. We will give you a detailed report on income, expenses and comments as soon as we have that information tabulated. We would like to send sincere thanks to Jim Topie for his amazing ideas of topics relevant to the Duluth/North Shore area, his connections to speakers in the area, and his fantastic work getting people to agree to present. This conference would not have been possible without him! Also, thank you to the technology committee for your work in making the website look great and getting registration running.

Our next conference will be Thursday, January 26th at the Continuing Education and Conference Center on the U of M's St. Paul campus. So far scheduled we have Jody Janati from the U of M talking about conflict resolution/communication, Emilee Follett from StateFoodSafety.com talking about keys to providing effective training, and Dr. Ed Ehlinger, the MN Commissioner of Health. We also have invited students for the 4th annual poster session. We will also likely be continuing the mentor program.

Our May conference will be May 11-12 at Ruttger's Bay Lake Lodge in Deerwood, MN. We are accepting presentation proposals for that conference.

September 19-21 MEHA will be hosting the FDA Regional Seminar in conjunction with the NEHA Region 4 Conference. We hope you will be able to join us. A small group recently met to begin the planning process for this conference, but we are asking for more people to join us on an ad hoc committee to make this event a success.

Attached you will find a bunch of documents that are save the date flyers and invitations for proposals at the 2017 conferences. Please distribute them widely.

Discussed where to host fall conferences / splitting the state into regions so that all areas of the state see a MEHA presence.

Communications Committee

Respectfully Submitted by: Lori Green

I am currently working on the fall issue of the MEHA newsletter and it should be posted by the end of this week.

Finance Committee

No Report Submitted.

History Committee

No Report submitted.

Legislative Committee

Respectfully given by Valerie Gamble

Entering the busy time, and are hoping unroll some events.
A tour, a bill tracking system. December through May.
Working with Technology committee to edit the website.

Membership Committee

Respectfully Submitted by Karen Casale and Dan Disrud

After the most recent updates we have 430 members. Since the August board meeting we have had 25 new members (6 active and 19 student members), however 51 members lapsed January through September (29 active, 1 retired 20 students and 1 sustaining member). The process used for this year's U of M School of Public Health Orientation went very well, 18 students joined as new student members.

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, 2016 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.

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

Nominations Committee

Respectfully given by Sadie Pulk

Sadie had Jim pass on candidates from the last election along with those we showed some interest to ensure those with interest continue to be engaged. She asks the committee to continue to pass on contacts who could be good candidates to ensure a variety of backgrounds are considered.

Outreach Committee

No additional Updates: Amy Zagar

Go Kids E-blast

Outreach activities worked well for the Fall Conference.

Publicity & Marketing Committee

Respectfully Submitted by: Jeff Brown and Jesse Harmon

We have registered for the Government & Non-Profit Career Fair which is held at the University of Minnesota on October 28, 2016.

We have registered for the U of M Job & Internship Fair which is held on February 24, 2017.

An E-blast was sent out requesting volunteers for our upcoming events. We currently have three volunteers to run the MEHA table at the Government & Non-Profit Career Fair and would love to get one or two more volunteers to help out! We are still requesting volunteers to help out at the U of M Job & Internship Fair on February 24, 2017 and we are open to ideas from the membership for other alumni events or career fairs to attend.

Registration Committee

Respectfully submitted by Frank Sedzielaraz

The registration committee conducted an RS/REHS study session, Food Protection part 1, on 9/21/2016. We are planning to conduct another session, Food Protection part 2, on 10/18/2016.

We are holding two sessions on Food Protection because the participants in the current study group have had little or no experience in that area. A study session is also scheduled for 11/2/2016, tentatively planned to review Conducting Sanitary Surveys. Our sessions continue to be held at the Fridley Community Center (FCC), 6085 7th Ave., NE in Fridley, MN, Noon – 3pm.

Resolutions Committee

No updates.

Scholarship Committee

Respectfully Submitted by: Jill DeBrito

- The annual U of M School of Public Health grad student orientation MLO scholarship informational presentation took place on 8/31/16 at the U of M by new committee member, Amy Saupe. Amy was appointed to the committee at the last board meeting.
- Announcements of the MLO and Northstar scholarships were updated and sent out to members via MEHA email blast and have been updated on the MEHA website. Additional contacts have been made to notify schools directly about the scholarships.
- The MLO scholarship award for this year will be \$1,750. The Northstar Scholarship award will be \$1,000.
- The deadline for scholarship application submission for both scholarships is Dec 1, 2016.

Student Committee

Respectfully submitted by: Laura M. Suppes

The Student Committee has nothing new to report at this time.

Technology Committee

Respectfully Submitted by Kim Carlton, Jesse Hennes, and Ryan Lee

The Technology Committee last met on September 13th. We completed our job action sheet and discussed edits to the website.

Larger updates include:

1. A new log in button for the membership page
2. Hypertext transfer protocol security enabled for all website functions
3. Changes to the Conferences page are ongoing.

We are continuing to take input from committees and individuals about the website.

Over the last month we have had 485 active users, and 18% of those have been mobile traffic. With Job postings and Conferences being are primary hits.

Old Business

1. PnP amendment to pay for NEHA membership fees.
 - a. Ryan Moves to adopt the amendment as proposed, Sadie Pulk seconds the motion. The motion carries. To edit the PNP as follows:
2. ~~13.3~~ 13.4 In order for the President and President Elect or other appointed Delegate(s) to represent the Association at the MEHA Conferences and the NEHA Region 4 Educational Conferences, the Association shall contribute to the registration, transportation, lodging, and other expenses as outlined in 13.01, only when the delegate's employer will not pay travel costs.
- 3.
4. ~~14.0 Presidential Annual Budget Provisions President's Luncheon~~
5. 14.1 President's Luncheon: The president shall arrange for a luncheon during the April board meeting as a token of appreciation for all board members and committee chairs. The luncheon shall be paid from the President's annual budget. Persons attending the luncheon who are not board members or committee chairs shall pay for their own meal.
6. 14.2 The President and President Elect may use funds from the President and President Elect's annual budgets to pay for NEHA Memberships, which are required to fulfill the president's duties as outlined in 22.7 of the Policy and Procedure.
7. 14.3 This section does not limit the ability of the President or President Elect to use funds from their budget as allowed or required in the Policy and Procedure or By-laws of the Organization.

New Business

1. Amend P&P 23.12 to say this or something similar “For the September 2017 FDA/NEHA Region 4 Education Conference hosted in Minnesota, that invited presenters and speakers listed on conference agendas, will be offered a \$50 coupon code to use toward registration fees, instead of full gratis registration fees.

Discussed Language:

23.12 The MEHA President, Secretary, Treasurer, and Conference Planning Committee Chairs, ~~and presenters listed on conference agendas~~ will not be required to pay conference registration fees. Other MEHA Committee Chairs will not be required to pay conference registration fees provided MEHA funds are available. Payment of expenses and registration fees for speakers shall be negotiated by the committee based on the conference budget.

Ryan moves to adopt the amended language to the PNP Nicole seconded the motion passes.

2. Decide if MEHA funds are available so “Other” Committee Chairs will not be required to pay conference registration fees for upcoming Winter 2017, Spring 2017 and/or September 2017 FDA/NEHA Region 4 Education Conferences. (listed in P&P 23.12)
 - a. Caleb J. moves that for the Winter Conference 2017, that committee chairs not listed specifically in 23.12 not be provided with gratis registration. Jim T. seconds the motion the motioned carried.

3. Creation of an ad hoc committee for the planning of the September 2017 FDA/NEHA Region 4 Education Conference please? We are looking for volunteers to help with the planning. Caleb moves that:

The board allow for the creation of a FDA/NEHA Region 4 Education Conference 2017- Ad Hoc Committee for Logistics

- i. Sponsorship / logistics / speaker subcategories
- ii. Food Track
- iii. Track 1
- iv. Track 2
- v. Networking
- vi. Marketing
- vii. Administration
- viii. And as needed by the project coordinator
- ix. First meeting will be within 2 weeks of the E-blast

Valerie G. seconds the motion. The motion carries.

Kim C. Volunteered to co-chair the committee

4. Understanding the Needs, Challenges, Opportunities, Vision and Emerging Roles in Environmental Health (UNCOVER EH)
5. Annual membership list is done and is 17 pages, sent as an email by Karen C.

Announcements

1. Rochester expo called feast, and an opportunity for vendors 2nd and 3rd. – Caleb J.
2. New Zealand Ad-hoc committee made some progress. – Caleb J.

Upcoming Meetings

December 13th 2016, 11:30

Pot Luck Meeting, 2nd floor Conference room.

Adjourn

Nicole H, moved Kris K seconds the motion to adjourn the meeting, the motion carries.

Meeting adjourned at 2:34 PM.