

**MINNESOTA
ENVIRONMENTAL
HEALTH
ASSOCIATION**



**ANNUAL REPORTS
2005 – 2006**

Order of Business of the Annual Meeting

- a. Meeting Called to Order
- b. Roll Call of Officers and Directors
- c. Secretary's Report
- d. Treasurer's Report
- e. Reports of Committees
- f. Unfinished Business
- g. Outgoing President's Address
- h. Presentation of Gavel to Incoming President
- i. Incoming President's Address
- j. Presentation of Past President Award and Gold Bar to Outgoing President
- k. Report of Election
- l. New Business
- m. Adjournment

The mission of the Minnesota Environmental Health Association is to provide professional development to its members, and education and information to the community, which will maintain and enhance public health and the environment in Minnesota.

MEHA ANNUAL MEETING

May 6, 2005

A. Meeting Called to Order

The meeting was called to order by President Angie Wheeler at 8:00 am at Grand View Lodge, Nisswa, Minnesota.

B. Roll Call of Officers and Directors

Besides President Wheeler, the following Board members were also present: President Elect Chris Forslund, 1st Past President Steve Roy, 2nd Past President Vicky Cook, Secretary Laura Scheinoha, and Directors Tom Sobolik and Rob Carper.

C. Secretary's Report

Secretary Scheinoha asked for approval of the minutes of the 2004 Annual Meeting. Motion by Karen Swenson to accept the minutes, second by Rob Carper; motion carried.

D. Treasurer's Report

E. Reports of Committees

There was no discussion of the Treasurer's Report or the Committee Annual Reports. Motion by Vicky Cook to accept the reports as submitted, second by Mike Gianotti; motion carried.

F. Unfinished Business

▲ Certified Food Safety Professional (CFSP) Credential

President Elect Forslund summarized the key reasons for the Board's concern about the CFSP credential and its possible future acceptance as a qualification for regulatory personnel. MEHA will express those concerns to the NEHA Board and ask for a response. Other NEHA affiliates will be contacted and invited to express any concerns they have.

G. Outgoing President's Address

President Wheeler thanked Board and Committee members for their service, as well as Washington County and the MEHA Membership. She presented an award to Vicky Cook, who is ending her current term of service to the Board. She expressed concern about declining membership, and the inability of conference fees to cover the cost of conferences. She invited suggestions from the membership to improve the Association.

H. Presentation of Gavel to Incoming President

The gavel was presented by Angie Wheeler to Chris Forslund.

I. Incoming President's Address

President Forslund thanked the Board and Committee members for their commitment to the Association. He invited members interested in participating in the Association to contact Board members. He expressed a willingness to work with other organizations. He stated that his term will focus on:

- ▲ Membership development: increasing membership numbers and participation,
- ▲ Discouraging adoption of the CFSP credential for regulatory personnel, and
- ▲ Creating closer relationships with other associations concerned with public health.

J. Presentation of Past President Award

K. Report of Election

Secretary Scheinoha reported that 109 ballots had been received and that she and Karen Casale had counted them. The results were as follows:

- ▲ President Elect Tom Sobolik
- ▲ Vice President Oren Larson
- ▲ Secretary Laura Scheinoha
- ▲ Director Rob Carper
- ▲ Member-at-Large: Cheri Lewer

L. New Business

▲ Change to MEHA By-laws

President Forslund reviewed the reasons for the proposed changes to Articles V and VI to clarify the succession and election of officers, and the duties of officers. Motion by Karen Swenson to accept the changes to the By-laws as proposed, second by Steve Olson; motion carried.

M. Adjournment

The meeting was adjourned at 8:25 am.

Respectfully submitted,

Laura Scheinoha, R.S.
Secretary

MEHA
BALANCE SHEET and INCOME STATEMENT

2/14/06 - 4/18/06

	THIS PERIOD 2/14/06 TO 4/18/06		FISCAL YEAR TO DATE 6/1/05 TO 4/18/06		FISCAL BUDGET	+/- TO BUDGET
BEGINNING BAL		2/14/2006		6/1/2005		
Savings (CF)		\$4,510.51		\$3,913.15		
CD (4.5%)		\$10,000.00		\$10,000.00		
CD (4.5%)		\$10,000.00		\$10,000.00		
Checking		\$12,777.24		\$18,351.91		
Total Assets =	Beg. Balance	\$37,287.75	Beg. Balance	\$42,265.06		

SAVINGS (chg)	Beg. Balance	4,510.51	Beg. Balance	3,913.15		
Deposits		\$0.00		\$0.00		
Interest		\$143.97		\$741.33	840.00	(98.67)
Withdrawals		0.00		0.00		
	End Balance	\$4,654.48	End Balance	\$4,654.48		

CHECKNG (chg)	Income			Expense			Net			FISCAL	+/- TO
	Beg. Balance			Beg. Balance			Beg. Balance				
Interest (chkg)	\$1.04		\$1.04	\$6.41		\$6.41			6.50	(0.09)	
Dues	\$1,390.00		\$1,390.00	\$6,410.00	(\$140.00)	\$6,270.00			8,250.00	-1,980.00	
Operations		(\$45.46)	(\$45.46)		(\$1,079.24)	(\$1,079.24)			(2,450.00)	1,370.76	
Pres. Elect			\$0.00		(\$1,854.99)	(\$1,854.99)			(1,500.00)	(354.99)	
President			\$0.00		(\$1,840.03)	(\$1,840.03)			(2,200.00)	359.97	
Committees:											
Awards			\$0.00			\$0.00			(\$400.00)	400.00	
Conference		(\$1,493.14)	(\$1,493.14)	\$783.55	(\$4,758.79)	(\$3,975.24)			1,000.00	(4,975.24)	
Emerg. Prep.			\$0.00			\$0.00			0.00	0.00	
Finance			\$0.00			\$0.00			0.00	0.00	
History			\$0.00		(\$15.55)	(\$15.55)			(150.00)	134.45	
Legislative			\$0.00			\$0.00			(340.00)	340.00	
Membership			\$0.00		(\$226.11)	(\$226.11)			(350.00)	123.89	
PD & Outreach		(\$317.96)	(\$317.96)		(\$746.78)	(\$746.78)			(1,100.00)	353.22	
Prop/Pol/Proc			\$0.00			\$0.00			0.00	0.00	
Newsletter		(\$13.83)	(\$13.83)		(\$328.31)	(\$328.31)			(475.00)	146.69	
Scholarship		(\$641.79)	(\$641.79)	\$100.00	(\$2,770.23)	(\$2,670.23)			0.00	(2,670.23)	
Technology			\$0.00		(\$235.74)	(\$235.74)			(270.00)	34.26	
Changes	\$1,391.04	(\$2,512.18)	(\$1,121.14)	\$7,299.96	(\$13,995.77)	(\$6,695.81)			21.50	(6,717.31)	
	End Balance		\$11,656.10	End Balance		\$11,656.10					

ENDING BAL		4/18/2006		4/18/2006	Budget
Savings (CF)		\$4,654.48		\$4,654.48	\$4,753.15
CD (4.5%)		\$10,000.00		\$10,000.00	\$10,000.00
CD (4.5%)		\$10,000.00		\$10,000.00	\$10,000.00
Checking		\$11,656.10		\$11,656.10	\$18,373.41
Total Assets =		\$36,310.58		\$36,310.58	\$43,126.56

MEHA

SUMMARY 4/18/2006
(Period 2/14/06 to 4/18/06)

- 1) Savings Acct. Interest: Earned \$143.97
- 2) Checking Acct. Interest: Earned \$1.04
- 3) Dues: Took in \$1390.00 in dues
- 4) Operations: Spent \$45.46 on postage
- 5) Conferences: Paid \$1493.14 owed to MPHA for the 2005 spring conference. Was contacted in January by Amy that the Grandview bill had never been split by MPHA, who had paid it all. Apparently, a new treasurer for MPHA discovered this. After checking with AMY and looking at bills, it was determined we did owe this amount.
- 6) Prof. Dvlpmnt & Outreach: Spent \$317.96 (Upshow \$228.57; thermometers \$89.39)
- 7) Newsletter: Spent \$13.83 on a disposal camera
- 8) Scholarship: Spent \$641.79 (Golf prizes = \$526.79 + Ambo Registration = \$115.00)

Committee Reports

Conference Planning

Members: Amy Larsen, former Chair
Joe Hibberd, Co-chair
Laura Schmidt, Co-chair
Vickie Schleuning

The 2005 Spring Conference was held in conjunction with the Minnesota Public Health Association (MPHA) at Grandview Lodge in Nisswa on May 4-6.

No Fall Conference was held due to a conflict with the biannual NEHA Region 4 conference on October 11-13 in Fargo, ND.

The 2006 Winter Conference was held at the Northland Inn in Brooklyn Park on February 9. The conference was held as a concurrent session during the Association of Minnesota Building Officials (AMBO) conference. Seventy-eight (78) people attended the MEHA session.

The 2006 Spring Conference will be held at Ruttger's Sugar Lake Lodge in Grand Rapids, MN on May 3-5.

The 2006 Fall Conference will be held at the Kahler Grand Hotel in Rochester, MN on October 4.

Emergency Preparedness

Chair: Petrona Lee

Committee members: Peter Lindell, Susan Palchik, Elliot Marston, Susan Schmidt, Del Matasovsky

The Committee Chair is putting a survey together to see where agencies are at and to evaluate where there may be room for added assistance.

Finance

Chair: Mimi Derry

The annual audit was done on February 23, 2006; the final report will be submitted to the Board before the beginning of the next fiscal year.

History

Co-chairs: Petrona Lee, Manny Camilon

Committee members: Carol Johnson, Sherry Engleman, Shannon Rohr, Robert Servian, Doug Dyer

The Co-chairs met once; all other activities have been on conference calls. Manny Camilon, Carol Johnson, and Petrona Lee went to the old MDH offices to peruse their records for materials to save. We have a survey for collecting data on Env History in Minnesota, to which we are receiving much enthusiasm. So far there have been eight responses.

Legislative

Co-chairs: Heather Flueger, Robert Servian

Committee members: Anna Seime, Bette Packer, Calvin Mathews, David Weisberg, Elliot Marston, Glenn Donnay, Heather Flueger, Kathy Tinglested, Lars Johnson, Laura Scheinoha, Mandy Sedlak, Peter Lindell

The Legislative Committee spent a large portion of 2006 working on the creation of a video for distribution to Minnesota State Legislators. The board requested an ad hoc committee be formed independent of a specific committee to work on the creation of a video.

Calvin Mathews, Mandy Sedlak, and Peter Lindell joined the Legislative committee in 2005-2006.

The committee organized games for the 2005 MEHA spring conference centered around public/environmental health information on smoking and tobacco. MEHA Legislative Committee member, David Weisberg, is following the progress of the bill H.R. 4167, the National Uniformity for Food Act. This bill was approved in the House and is now under consideration in the Senate.

Membership

Co-chairs: Karen Casale, Dan Disrud

Committee members: Mark Clary, Chris Forslund

Renewals have been distributed quarterly. There has been a slight increase in membership.

The Committee recruiting activities during the year included personal contact with prospective new members. The recruiting efforts this year resulted in nineteen (19) new members being accepted into the Association during the period May 4, 2005 through April 6, 2006. Fifty-eight (58) members, however, have lapsed memberships. Our current membership (as of April 6, 2006) is two hundred seventy-six (276); two hundred fifty (250) active members, one (1) honorary member, three (3) sustaining members; fourteen (14) retired members, and eight (8) student members.

We wish to express our personal thanks to all who assisted in the membership recruiting efforts and to the Committee members

Newsletter

Chair: Lori Green

Committee members: Joe Hibberd and Angie Wheeler

The MEHA newsletter is posted to the MEHA website on a quarterly basis.

The 2005/06 issues were posted on the following dates:

Summer: 07/13/05

Fall: 10/12/05

Winter: 01/06/06

Spring: 03/20/06

Printed copies of the newsletter are available upon request.

Professional Development and Outreach

Co-chairs: Steve Olson, Sharon Smith

Committee members:

MEHA had a more visible spot at the 2006 UPShow held on February 19-21. The booth was decorated for the theme "Discover the Hidden Treasures". Thank you to Carol Johnson, Karen Swenson, Bette Packer, Joan Peterson, Sue Hibberd and honorary member Gail Olson, for their help in staffing the booth.

At this time there are only two paid vendors for the spring conference: NSF and Sani Sink. Verbal confirmations have been received from Hobart, EcoLab, MVTL and the U of M. Deadline for submission is April 21st and phone contacts will start on the 24th.

Wind jackets were unveiled at last year's spring conference. Eighteen were sold and one was awarded as a door prize for vendor bingo. The shirts will once again be available in the vendor area this year.

Resolutions

Chair: Solvei Wilmot

Committee members: Laura Scheinoha

The Committee met with Vice-President Oren Larson and Treasurer Mark Clary to review and revise the Policy and Procedures Manual.

Scholarship

Chair: Hank Schreifels

Trustees: Kris Lee, Carlota Medus

MEHA Board Liaison: Oren Larson

2005-2006 Scholarship The Committee awarded the 2005 Mary Lauren Scholarship to Quintin Williams Jr. at the Winter MEHA conference. This year's scholarship was in the amount of \$1,500. Quintin is a first year doctoral student in the Environmental Health Sciences program at the University of Minnesota with a concentration on occupational injury prevention.

The 2006 scholarship applications are due by December 31, 2006. The 2006 scholarship will be presented at the Winter MEHA conference in 2007.

Golf Tournament The 15th Annual Mary Lauren Olson Scholarship Golf Tournament was held on May 4, 2005 at the Spring MEHA conference. There were 40 participants. The tournament, donations, vendors and other sources generated about \$2,815 for the scholarship fund.

Fund Balance As of March 31, 2006, the fund balance was \$36,655.30. The fund generates approximately \$375.00 per quarter.

MEHA Policy and Procedure Manual The Board is reviewing the funding sources that will be dedicated to the scholarship fund. The proposed change would remove merchandise sales and \$1.00 off of each conference registration fee. The Funding sources would be the Net Income from the annual Spring Conference Golf tournament and one-half of all proceeds from the Display booths at the Spring Conference.

Technology

Co-chairs: Joe Hibberd, Erik Solie

Committee members: Manny Camilon, Laima Dingley, Bill Kass, Henry Keizer

The Technology Committee maintains the Association's website (www.MEHAonline.org) and listserve. We work with the Newsletter Committee by posting and distributing the quarterly newsletter, the Membership Committee by updating member e-mail addresses to the listserve, and the Conference Planning Committee by posting and distributing information about all Association conferences.

Organizational Liaisons

MDH Sanitarian Registration Advisory Council

Wendy Spanier

MPHA

Vacant

Center for Public Health Education and Outreach

Sue Hibberd

University of Wisconsin-Eau Claire Environmental Health Program

Angie Wheeler, Sue Hibberd

International Federation of Environmental Health

Petrona Lee

TO: Members of the Minnesota Environmental Health Association

DATE: May 1, 2006

SUBJECT: Report of 2006 Election

Ballots were mailed to all members in good standing as of February 28, 2006 in accordance with the MEHA Policy and Procedures Manual, section 9.01.

Ballots received on or before April 15, 2006 were opened and counted on April 24, 2006 by an ad hoc election committee consisting of 1st Past President Angie Wheeler and member Kris Keller; 106 ballots were cast and 106 were counted.

The following MEHA members were elected as indicated:

Vice President:	Bill Kass
Secretary:	Serena Vergin
Director:	Laura Scheinoha
Member-at-Large:	Calvin Matthews

Respectfully submitted,

Laura Scheinoha, Secretary