

MINNESOTA  
ENVIRONMENTAL  
HEALTH  
ASSOCIATION



ANNUAL REPORTS  
2007 – 2008



## Order of Business of the Annual Meeting

- a. Meeting Called to Order
- b. Roll Call of Officers and Directors
- c. Secretary's Report
  1. Approval of last Annual Meeting minutes
- d. Treasurer's Report
  1. Approval of Annual 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 5, 2006**

The meeting was called to order by President Chris Forslund at 8:40 am at Ruttger's Sugar Lake Lodge, Grand Rapids, Minnesota. The following Board members were also present: President-Elect Tom Sobolik, Vice President Oren Larson, Secretary Laura Scheinoha, 2<sup>nd</sup> Past President Steve Roy, 1<sup>st</sup> Past President Angie Wheeler, and Directors Carol Johnson, Rob Carper, and Cheri Lewer.

There were brief comments by the owner of the resort thanking the Association for its patronage and expressing the hope the Conference would return to Ruttger's.

Secretary Scheinoha asked for additions or corrections to the minutes of the 2004 Annual Meeting, as included in the Annual Report packet. President Forslund requested discussion of the Secretary's report. Motion by Karen Casale to accept the Secretary's report as included in the Annual Report packet, second by Steve Roy; motion carried.

President Forslund requested discussion of the Treasurer's report. Motion by Tom Sobolik to accept the Treasurer's report, second by Angie Wheeler; motion carried.

President Forslund requested discussion of the Committee reports as distributed. Motion by Joe Hibberd to accept the Committee reports; second by Carol Johnson; motion carried.

There was no unfinished business.

President Forslund gave the outgoing President's address. He stated that it had been his goal to reach out to other organizations and to partner with those organizations who reached out to the Association, and he feels progress has been made. He cited the examples of working with the Environmental Health program at the University of Wisconsin-Eau Claire to build the future of our profession, and the joint conference with the Association of Minnesota Building Officials. He also cited the long-term work the Association had done in advocating a four-year degree and science background for food safety regulatory professionals, how this was presented to the Conference for Food Protection last month, and how it was approved by a 4-to-1 margin. He also encouraged involvement in committee work to serve the needs of members.

President Forslund presented the gavel to President-elect Tom Sobolik, who gave the incoming President's Address. He informed members he will be calling on them for help in accomplishing the Association's work. He presented the service bar to 1<sup>st</sup> Past President Forslund and thanked him for his service.

President Sobolik reported on the results of the election. The following officers were elected:

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

President Sobolik opened the meeting to new business.

There being no new business, he requested members to donate more money for the beer that had been purchased for last night's celebration and stated that any excess would go the scholarship fund.

There being no further business, the meeting was adjourned at 9:05 by President Sobolik.

Respectfully submitted,

Laura Scheinoha, R.S.  
Secretary

**MEHA**  
**BALANCE SHEET and INCOME STATEMENT**  
**2/12/08 - 4/08/08**

	THIS PERIOD 2/12/08 - 4/08/08		FISCAL YEAR TO DATE 6/1/07 - 4/08/08	
BEGINNING BAL	2/12/2008		6/1/2007	
Savings (CF)		\$5,934.90		\$5,921.10
CD (4.59% 4/22/2009)		\$10,492.58		\$10,174.33
CD (4.59% 4/22/2009)		\$10,469.59		\$10,152.03
Money Mkt (TCF)		\$10,277.58		\$10,066.29
Checking (TCF)		\$15,316.41		\$6,533.50
<b>Total Assets =</b>	Beg. Balance	<b>\$52,491.06</b>	Beg. Balance	<b>\$42,847.25</b>

	Income			Expense			Net		
CHECKNG ACTIVITY	Beg. Balance		\$15,316.41	Beg. Balance		\$6,533.50			\$6,533.50
Dues	\$745.00		\$745.00	\$7,455.00		\$7,455.00			\$7,455.00
Operations		(\$152.60)	(\$152.60)		(\$1,168.60)	(\$1,168.60)			(\$1,168.60)
Pres. Elect			\$0.00		(\$544.25)	(\$544.25)			(\$544.25)
President		(\$619.31)	(\$619.31)		(\$1,867.74)	(\$1,867.74)			(\$1,867.74)
<b>Committees:</b>									\$0.00
Awards			\$0.00			\$0.00			\$0.00
Conference		(\$2,505.04)	(\$2,505.04)	\$6,076.91	(\$2,633.85)	\$3,443.06			\$3,443.06
Emerg. Prep.			\$0.00			\$0.00			\$0.00
Finance			\$0.00			\$0.00			\$0.00
History			\$0.00			\$0.00			\$0.00
Legislative			\$0.00			\$0.00			\$0.00
Membership			\$0.00		(\$275.06)	(\$275.06)			(\$275.06)
PD & Outreach		(\$479.25)	(\$479.25)		(\$1,083.05)	(\$1,083.05)			(\$1,083.05)
Prop/Pol/Proc			\$0.00			\$0.00			\$0.00
Publications			\$0.00			\$0.00			\$0.00
Scholarship			\$0.00	\$50.00		\$50.00			\$50.00
Technology			\$0.00		(\$240.55)	(\$240.55)			(\$240.55)
Changes	\$745.00	(\$3,756.20)	(\$3,011.20)	\$13,581.91	(\$7,813.10)	\$5,768.81			\$5,768.81
	<b>End Balance</b>		<b>\$12,305.21</b>	<b>End Balance</b>		<b>\$12,302.31</b>			

ENDING BALANCES	Interest/Period	Dep/Withdraw	4/8/2008	Interest/YTD	Dep/Withdraw	4/8/2008
Savings (CF)	1.79		\$5,936.69	15.59		\$5,936.69
CD (4.59% 4/22/2009)	79.24		\$10,571.82	397.49		\$10,571.82
CD (4.59% 4/22/2009)	79.07		\$10,548.66	396.63		\$10,548.66
Money Mkt (TCF)	16.85		\$10,294.43	228.14		\$10,294.43
Checking (TCF)	1.10		\$12,306.31	4.00		\$12,306.31
<b>Total Assets =</b>	<b>\$178.05</b>		<b>\$49,657.91</b>	<b>\$1,041.85</b>		<b>\$49,657.91</b>

CHANGE IN TOTAL ASSETS						
			<b>(\$2,833.15)</b>			<b>\$6,810.66</b>
			(SINCE LAST PERIOD)			(FISCAL YR)

**MEHA  
TREASURER'S REPORT  
AS OF 4/08/2008**

See the Balance Sheet/Income Statement for a summary of all the transactions that have occurred since the last board meeting. Listed below are the itemized descriptions of those transactions.

1. **Beginning Balances:** \$52,491.06 (as of last meeting 2/12/2008).
2. **Checking Account Activity** (since last board meeting):
  - **Dues:** Took in \$745.00
  - **Operations:** Expense of \$152.60 (postage for ballots/certified mail)
  - **President:** Expense \$619.31 (NEHA Conf: Regis \$495.00; room \$124.31)
  - **Conference:** Expenses of \$2,505.04 (spkr mileage \$46.46; spkr lunch \$16.68; ribbons \$101.58; Holiday Inn \$2,790.32; bank service chg \$50.00)
  - **PD&O:** Expense of \$479.25 (print brochures/Cat. Graphics)
3. **Ending Balances & Interest Earned:** At the bottom of the sheet in the "Ending Balances box." Please see the following:
  - "Ending Balances" for our five (5) accounts (savings, CDs, etc.)
  - "Interest Earned" in various accounts for the period & YTD
  - "Total Assets" = \$49,657.91 (as of 4/08/2008).
4. **Change in Total Assets:** See the last box at the bottom of the balance sheet to see the change in total assets for the period (-\$2,833.15) and Fiscal YTD (+\$6,810.66).
5. **Summary for Fiscal Year 6/1/07 – 4/08/2008:** As of 4/8/2008, MEHA is in sound financial condition. Total assets are \$49,657.91. This is an increase in total assets of \$6,810.66 for the fiscal year-to-date.

# Committee Reports

## Conference Planning

To: MEHA Board of Directors

From: Laura Schmidt, co-chair  
Bill Adler, co-chair  
Sharon Smith, co-chair  
Bill Kass, liaison

Date: April 16, 2008

Re: 2007-2008 Annual Report  
Conference Planning Committee

The 2007 Spring Conference was held May 2-4, at Ruttger's Sugar Lake Lodge in Grand Rapids. The net profit was \$1621.5. MEHA did not host a fall conference but participated in the NEHA Region 4 Conference in La Crosse, WI, on September 25-27. Owatonna's Holiday Inn was the site of the Winter Conference on January 24, 2008. The profit from that event was \$ 896.87.

The 2008 Spring Conference is scheduled for Apr. 30- May 2, at Cragun's Resort in Brainerd.

## Finance

To: Minnesota Environmental Health Association, Inc.

From: Mimi Derry, R.S., Chair  
MEHA Finance Committee

Date: April 25, 2008

Subject: Finance Committee Report

As Finance Committee chair, I conducted a MEHA audit with Mark Clary and Mindy Stepnick at Ramsey County Environmental Health on April 17, 2008. My report is not yet complete. When complete, I will provide it to the board for review. At this time, I have received one budget request from the Technology Committee. I am requesting that all other committee chairs submit their budget requests for June 1, 2008 to May 31, 2009 to my e-mail address by no later than May 15, 2008. My current e-mail address is: [mderry@roundys.com](mailto:mderry@roundys.com).



## History

To: MEHA Board of Directors

From: Manny Camilon, Co-chair  
John Haag, Co-chair

Date: April 18, 2008

Re: 2007-2008 Annual Report  
History Committee

*This committee maintains the historical record of the Association. Activities include cataloging materials for historical records and notifying the membership about historic milestone.*

In 2007, the history committee participated in several events to promote MEHA incorporating an antique public health display, information and brochures:

- Memorabilia table display at the Minnesota School of Public Health's Gala – Fall.
- Memorabilia table display for MNSPH Orientation inviting new students to join MEHA – Fall.
- Table display at Spring MEHA conference.
- History table & brochures at St. John's Abbey, Collegeville
- Memorabilia table display to help MPHA celebrate 100<sup>th</sup> Anniversary - October.

The committee has already participated in two 2008 activities and will set up a table at the Spring MEHA conference at Cragun's.

## Legislative

This was an inactive year for the committee, due in great part to our lack of members. This committee needs at least three or four more dedicated people to contribute time and efforts for it to continue.

We planned to produce a newsletter for the legislators in the winter of 2007-08, but parallel committee work on the format we wanted wasn't completed in time for this project to get on paper. It will be a priority this fall, especially with new legislators.

Bette Packer REHS  
Robert Servian REHS  
Co-chairs

## **Membership**

To: The Board of Directors and M.E.H.A. Membership  
From: Karen Casale and Dan Disrud, Co-Chairs  
Subject: 2007/2008 Annual Membership Committee Report

The Membership Committee consisted of Dan Disrud, Mark Clary, Oren Larson, Carlota Medus and Karen Casale.

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 fifty-one (51) new members being accepted into the Association during the period May 2, 2007 through April 28, 2008. Seventy-nine (79) members, however, have lapsed memberships. Our current membership is three hundred and fifty (350); two hundred ninety-five (295) active members (36) are included in the lapsed memberships above and have been sent last-notices), two (2) honorary members, six (6) sustaining members; seventeen (17) retired members, and thirty (30) student members.

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

## **Newsletter**

To: MEHA Board of Directors  
From: Lori Green, Chair  
Date: April 28, 2008  
Re: Annual Report for 2007-2008  
Publications Committee

The publications committee is responsible for the MEHA newsletter. The newsletter was posted to the MEHA website on the following dates:

Summer 2007	June 19, 2007
Fall 2007	October 8, 2007
Winter 2007	January 10, 2008
Spring 2008	March 14, 2008

In addition, this committee has traditionally sent a paper copy of the MEHA membership list to all members in the fall. The board voted to change this practice and this list is now sent electronically to the membership.

### **Committee Members**

Lori Green, Chair

Joe Hibberd

Angie Wheeler, Board Liaison

## **Professional Development and Outreach**

To: MEHA Board of Directors

Date: April 16, 2008

We set up and staffed a booth at the UPShow held at the Minneapolis Convention Center in Feb. The booth followed the show's theme, "Celebrating the Fabulous 50's." Manny Camilon from the History committee did a great job of bringing in and displaying items and signs used in Environmental and Public Health in years gone by. Several members helped staff the booth during show hours.

Vendor invitations and booth registration forms for Spring MEHA at Cragun's went out to 16 entities the end of March. We have received three paid registrations to date with promises from a couple more. Follow up phone calls have gone out to all potential exhibitors.

The committee has been investigating future MEHA wear.

Respectfully submitted

Committee co-chairs

Elliott Marston

Carol K Johnson

## **Resolutions**

March 2008

The Resolutions Committee Chair Solvei Wilmot met on January 23, 2008 with Vice President Joe Hibberd and Secretary Angie Wheeler to review the Policy and Procedures Manual.

Corrections and changes to the manual were forwarded to the MEHA Board for their discussion and approval.

Respectfully submitted by,  
Solvei Wilmot  
Resolutions Chair

## **Scholarship**

### 2007-2008 Scholarship

The scholarship committee awarded the 2007-2008 Mary Lauren Scholarship to Nicholette Zeliadt, a PhD student in the University of Minnesota's School of Public Health Division of Environmental Health Sciences (EnHS). Ms. Zeliadt is working on effect of environmental carcinogens on cellular signals that regulate cell function. A brief biography and photos were sent to the board and posted on the Spring MEHA newsletter. This year the award was \$1500.00. She attended and was introduced at the MEHA winter conference on January 24, 2008.

### Liaison with the Division of Environmental Health Sciences

A committee member attended the Dean of the School of Public Health's dinner in May 2007 on behalf of MEHA scholarship trustees. Also, a committee member attended the EnHS new student orientation to promote MEHA membership and the scholarship. A good relationship with key faculty members, such as the Director of Graduate Studies, the Chair of the Master's program, and others, has been built in recent years and continues to this date.

### Golf Tournament and Raffle

The Annual Mary Lauren Olson Scholarship Golf Tournament will be held at the Spring MEHA conference; however, only a few golfers have signed up so far. A raffle has been organized for the conference as well. The committee purchased a few items for the raffle. Businesses and individuals have donated items. Donations are still being pursued. Non-committee members will be helping with the raffle since two of the committee members will not be able to attend the conference. Depending on the outcome of the tournament and raffle, other options for raising funds may be discussed and explored at a later date.

### Fund Balance

As of June 30, 2007, the fund balance was \$43,407.93. The fund generates approximately \$375.00 per quarter.

### Scholarship Committee

The scholarship committee consists of Carlota Medus, Chair; Kris Lee; and Steven Roy.

Carlota Medus, PhD, MPH  
Scholarship Committee Chair

## Technology

### Committee Members:

- Manny Camilon, city of St. Louis Park
- Laima Dingley, city of Bloomington
- Chris Forslund, city of St. Cloud
- Joe Hibberd, Ramsey County
- Bill Kass, Olmsted County
- Erik Solie, city of Bloomington

The Technology Committee is charged with coordinating the technology needs of the Association, including hardware, software, and electronic information flow. The Committee maintains the MEHA website ([www.MEHAonline.org](http://www.MEHAonline.org)) and listserv.

The website is updated frequently with information about conferences, seminars, and job vacancies. The quarterly newsletter is posted to the website, and a message is sent to all members of its availability. Information about registration for each of the Association's three (3) annual conferences is also posted.

The "MEHA list" is a listserv where members can post information, share ideas, and ask questions with other list members. The listserv is the official means of notification to all members regarding MEHA conferences and the newsletter. Questions regarding the listserv should be directed to Joe Hibberd at <[joe.hibberd@co.ramsey.mn.us](mailto:joe.hibberd@co.ramsey.mn.us)>.

Other MEHA committees are encouraged to hold their meetings using a "chat" service, such as AOL Messenger or Yahoo Messenger. Contact the Technology Committee for more information about this free and timesaving communication method.

The committee met once via an exchange of e-mail messages on April 3, 2008. Due to the lack of statistical information about the website usage, the question whether the host server should be changed was posed to committee members. Committee members unanimously agreed to recommend to the MEHA Board of Directors to change the host server when the current contract expires at the end of May 2008. The Board of Directors approved the change at its April 8, 2008 meeting.

Respectfully submitted,

Joe Hibberd, R.S. and Erik Solie, R.S., co-chairs

## **Organizational Liaisons**

Center for Public Health Education & Outreach

Sue Hibberd

Environmental Health Knowledge Management Project Steering Committee

Angie Wheeler

MDH Sanitarian Registration Advisory Council

Wendy Spanier

MPCA ISTS Advisory Committee

Craig Gilbertson

Minnesota Public Health Association

Joe Hibberd

University of Wisconsin-Eau Claire Environmental Health Program

Angie Wheeler

Chris Forslund

TO: Members of the Minnesota Environmental Health Association

DATE: April 24, 2008

SUBJECT: Report of 2008 Election

Ballots were mailed to all members in good standing as of February 28, 2008 in accordance with the MEHA Policy and Procedures Manual, section 9.01.

Ballots received on or before April 3, 2008 were opened and counted on April 8, 2008 by an ad hoc election committee consisting of 1<sup>st</sup> Past President Tom Sobolik, Vice President Joe Hibberd, and Secretary Angie Wheeler. 113 votes were cast and 113 were counted.

The following MEHA members were elected as indicated:

Vice President: Robert Servian

Secretary: Angie Wheeler

Director: John Weinand

Member-at-Large: Heather Flueger

Respectfully submitted,

Angie Wheeler, Secretary

## MEHA Inventory Report

Item	Description / Comments	Holder	Contact Information	Last Confirmed
Articles of Incorporation		Angie Wheeler		02/01/08
President's gavel		Oren Larson		02/14/08
Display booth	stored at SOP	Sharon Smith/Jim Witkowski		02/12/08
40th anniversary banner		Angie Wheeler		01/29/08
MEHA banner (new)		Manny Camilon		02/13/08
Camera	Samsung 35mm w/ 38-105mm	Carol Johnson		02/14/08
Notebook computer (old)	Compaq 2680B SN 7528HPM41196	Joe Hibberd		02/13/08
Notebook computer (new)	Dell Inspiron B130	Angie Wheeler		03/03/08
Printer	HP 6130	Angie Wheeler		03/03/08
TV/DVD combo	Sylvania 13-inch 6513VD	Mark Clary/Joe Hibberd		02/13/08
Logo trademark registration		Angie Wheeler		03/03/08
Bulk mail stamp		Angie Wheeler		03/03/08
Proclamation frame		Angie Wheeler		03/21/08
Calculator	small, cheap	Mark Clary		02/13/08
Pins and bars		Oren Larson		02/14/08
Bumper stickers		Joe Hibberd		02/13/08
EH in MN brochures		Joe Hibberd		02/13/08
Golf prize inventory		Steve Roy		02/19/08
MEHA wear		Manny Camilon		02/13/08
Wire display rack	for MEHA wear	Manny Camilon		02/13/08