

MINNESOTA
ENVIRONMENTAL
HEALTH
ASSOCIATION



ANNUAL REPORTS
2008 – 2009

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. Report on Strategic Plan
- g. Unfinished Business
- h. Outgoing President's Address
- i. Presentation of Gavel to Incoming President
- j. Incoming President's Address
- k. Presentation of Past President Award and Gold Bar to Outgoing President
- l. Report of Election
- m. New Business
- n. 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 Membership Meeting Minutes
May 2, 2008

The meeting was called to order by President Larson at 8:32 am.

The roll call of officers was conducted. The following officers were present: Oren Larson, Bill Kass, Joe Hibberd, Chris Forslund, Laura Scheinoha, Rob Carper, Kim Carlton, Angie Wheeler and Tom Sobolik.

M/S/P Carper/Forslund to approve the 2006 meeting minutes. The 2007 meeting minutes were not available.

Treasurers Report

There was discussion on this not being an annual report. The fiscal year does end on 5/31/08. The annual report is provided at the June Board of Directors meeting. M/S/P Casale/Sobolik to approve the report to date.

Committee Reports

The committee reports that were submitted were read. There was no discussion.

Unfinished Business

The Environmental Health Week Proclamation was obtained from the Governors Office by Joe Hibberd. Environmental Health Week in Minnesota is May 12 – 18, 2008. President Larson read the proclamation to the membership.

Outgoing Presidents Address

President Larson thanked the Board and Committee Chairs for guidance during his term. The succession of officers in the Policy & Procedures Manual is beneficial.

President Larson presented the gavel to incoming President, Bill Kass. It was noted that Bill Kass has been a MEHA member for eleven years.

Incoming Presidents Address

Bill Kass thanked Chris Forslund for his service to the membership. This is his last meeting as a Board member. President Kass also thanked Carlota Medus and her co-workers for their efforts to recruit student members. We have record membership numbers. President Kass talked about the profession. It is a changing profession with bacteria changing, bed bugs increasing, emerging pathogens, bioterrorism and emergency preparedness. It is an under credited profession that is protecting public health. He is proud to be the President of the Association. He feels we are moving in the right direction and growing and he hopes to continue this.

President Kass presented outgoing President Larson with the gold bar.

Report of Election

Vice President – Robert Servian

Secretary – Angie Wheeler

Director – John Weinand

Member at Large – Heather Flueger

New Business

President Kass recognized the Conference Committee, Bill Adler, Sharon Smith and Laura Schmidt, for their work. Bill Adler is stepping off the committee. If you are interested in being a co-chair let the Board know.

We are in need of a chair for the Finance Committee.

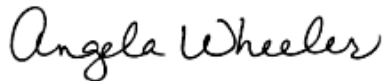
The Publicity Committee is a new committee. Charlie McFee is the chair. This committee will recognize members as they are elected to the Board and bring recognition of our members to others through the media.

The list of Scholarship Trustee's and Organizational Liaisons was read by President Kass.

Bette Packer is the NEHA Region 4 Vice President.

The meeting was adjourned at 9:02 am by President Kass.

Respectfully submitted,

A handwritten signature in cursive script that reads "Angela Wheeler".

Angela Wheeler
Secretary

MEHA Inventory Report

Item	Description / Comments	Holder	Contact Information	Last Confirmed
Articles of Incorporation		Joe Hibberd		04/29/09
President's gavel		Joe Hibberd		04/29/09
Display panels	stored at SOP	Joe Hibberd		04/29/09
40th anniversary banner		Angie Wheeler		04/29/09
MEHA banner		Manny Camilon		04/29/09
Camera	Samsung 35mm w/ 38-105mm	Carol Johnson		04/14/09
Scrolling Banner		Joe Hibberd		04/29/09
Laptop computer	Dell Inspiron B130	Joe Hibberd		04/29/09
Printer	HP 6130	Angie Wheeler		04/29/09
TV/DVD combo	Sylvania 13-inch 6513VD	Mark Clary		04/29/09
Logo trademark registration		Angie Wheeler		04/29/09
Bulk mail stamp		Angie Wheeler		04/29/09
Proclamation frame		Joe Hibberd		04/29/09
Calculator	small, cheap	Mark Clary		02/13/08
Pins and bars		Joe Hibberd		04/28/09
Bumper stickers		Joe Hibberd		04/28/09
EH in MN brochures		Joe Hibberd		04/29/09
Golf prize inventory		Steve Roy		04/14/09
MEHA wear		Manny Camilon		02/13/08
Wire display rack	for MEHA wear	Manny Camilon		02/13/08

MEHA April 14, 2009
Balance Sheet & Income Statement
 (Period = 2/10/09 – 4/14/09)

		THIS PERIOD 2/10/09 - 4/14/09		FISCAL YEAR TO DATE 6/1/08 - 4/14/09		FISCAL BUDGET
BEGINNING BAL			2/10/2009		6/1/2008	
Savings (CF)			\$5,941.30		\$5,937.67	
CD (4.59% 4/22/2009)			\$10,985.46		\$10,653.00	
CD (4.59% 4/22/2009)			\$10,961.39		\$10,629.66	
Money Mkt (TCF)			\$10,342.79		\$10,308.22	
Checking (TCF)			\$14,471.61		\$13,710.37	
Total Assets =		Beg. Balance	\$52,702.55	Beg. Balance	\$51,238.92	

	Income	Expense	Net	Income	Expense	Net	BUDGET
CHECKNG ACTIVITY	Beg. Balance		\$14,471.61	Beg. Balance		\$13,710.37	
Dues	\$1,510.00		\$1,510.00	\$6,915.00		\$6,915.00	8,000.00
Operations		(\$314.11)	(\$314.11)		(\$1,573.56)	(\$1,573.56)	(2,700.00)
Pres. Elect			\$0.00		(\$1,352.59)	(\$1,352.59)	(2,000.00)
President		(\$274.19)	(\$274.19)		(\$972.25)	(\$972.25)	(2,000.00)
Committees:						\$0.00	
Awards		(\$310.02)	(\$310.02)		(\$310.02)	(\$310.02)	(\$400.00)
Conference	\$4,020.00	(\$3,489.15)	\$530.85	\$7,855.00	(\$6,235.04)	\$1,619.96	300.00
Publicity			\$0.00			\$0.00	(150.00)
Finance			\$0.00			\$0.00	0.00
History			\$0.00			\$0.00	(100.00)
Legislative			\$0.00			\$0.00	(400.00)
Membership			\$0.00		(\$84.00)	(\$84.00)	(390.00)
PD & Outreach	\$136.00	(\$800.55)	(\$664.55)	\$442.00	(\$2,925.46)	(\$2,483.46)	(900.00)
Prop/Pol/Proc			\$0.00			\$0.00	0.00
Newsletter			\$0.00			\$0.00	(100.00)
Scholarship		(\$17.87)	(\$17.87)		(\$365.90)	(\$365.90)	0.00
Technology			\$0.00		(\$177.63)	(\$177.63)	(162.00)
Changes	\$5,666.00	(\$5,205.89)	\$460.11	\$15,212.00	(\$13,996.45)	\$1,215.55	
	End Balance		\$14,931.72	End Balance		\$14,925.92	

ENDING BALANCES	Interest/Period	Dep/Withdraw	4/14/2009	Interest/YTD	Dep/Withdraw	4/14/2009	BUDGET
Savings (CF)	0.48		\$5,941.78	4.11		\$5,941.78	965.00
CD (4.59% 4/22/2009)	81.80		\$11,067.26	414.26		\$11,067.26	+/- =
CD (4.59% 4/22/2009)	81.62		\$11,043.01	413.35		\$11,043.01	(SAVINGS)
Money Mkt (TCF)	7.51	-10,350.30	\$0.00	42.08	-10,350.30	\$0.00	32.00
Checking (TCF)	1.62	-14,933.34	\$0.00	7.42	-14,933.34	\$0.00	5.00
Checking (US Bank)		25294.52	\$25,294.52		25294.52	\$25,294.52	
Total Assets =	\$173.03		\$53,346.57	\$881.22		\$53,346.57	(CHKING)

CHANGE IN TOTAL ASSETS			\$644.02			\$2,107.65	\$0.00
			(SINCE LAST PERIOD)			(FISCAL YR)	(BUDGET YR)

MEHA

TREASURER'S REPORT

4/14/2009

This is the "English Version" of the transactions that have occurred in the MEHA organization since the last board meeting. This information is also displayed in an "Excel" format on the Income & Balance Statement on the reverse side of this sheet. A summary of these transactions is shown below.

1. **Beginning Balance:** \$52,702.55 (as of last meeting on 2/10/2008).
2. **Checking Account Activity** (since last board meeting):
 - Dues: Took in \$1,510.00
 - Operations: Expense \$314.11 (Sec State TM \$50 & Copyright \$35; new checks/stamp \$67.64; folders \$18.67; ballots \$142.80)
 - Conference: Took in registration fees of \$4020.00 (winter conf); expenses of \$3,489.15 (U MN); net for period \$530.85.
 - Prof. Devlp. & Outreach: Revenue of \$136 (MEHAWear); expense of \$800.55 (MNSTA Booth \$100; brochures \$700.55)
 - Scholarship: Expense \$17.87 (golf prizes)
3. **Ending Balances & Interest Earned:** See "Ending Balances" box on the Excel spreadsheet on the back of this page:
 - "Interest Earned" in various accounts for the period & YTD
 - "Ending Balances" for our five (5) accounts (savings, CDs, MM, Ckg)
 - "Total Assets" at end of period = \$53,346.57
 - Total assets *increased* \$644.02 for the Period and *increased* \$2,107.65 for the Fiscal Year
 - TCF Checking & Money Market accounts were closed; all monies transferred to a new US Bank checking account. When CD's at Wells Fargo mature, money will be transferred to the new US Bank Acct.
4. **Other:**
 - Taxes: Tax filing; 1099 Misc/1096; MEHA donation receipts
 - Suggest contacting attorney to review MEHA organizational practices
 - As of 4/14/2009, MEHA is in sound financial condition. MEHA assets are \$53,346.57, which is an increase in total assets of \$2,107.65 for the fiscal year-to-date.

Committee Reports

Conference Planning

To: MEHA Board of Directors

From: Laura Schmidt, co-chair
Sharon Smith, co-chair
Robert Servian, liaison

Date: April 24, 2009

Re: 2008-2009 Annual Report
Conference Planning Committee

The 2008 Spring Conference was held April 30- May 2, at Cragun's Resort in Brainerd. The net profit was \$2491.50. MEHA held their fall conference at the Broadway Ballroom in Alexandria on October 9. The net profit was \$1032.11 The Continuing Education and Conference Center on the St. Paul campus was the site of the Winter Conference. The event on February 12, 2009 netted \$ 530.85.

The 2009 Spring Conference is scheduled for May 6-8 at Breezy Point Resort. To date there are 80 rooms reserved.

Finance

To: Minnesota Environmental Health Association, Inc.

From: John Tracy, Finance Committee Chairperson
MEHA Finance Committee

Date: May 1, 2009

Subject: Finance Committee Report

As Finance Committee chair, I finished the 2007/2008 audit that Mimi Derry started and submitted the report at the December 9, 2008 Board Meeting. Budget requests were summarized, placed in the 2009/2010 Budget request and approved by the Board at the April 14, 2009 meeting. I will assist the new Committee Chair with the 2008/2009 audit as soon as that person is identified.

History

TO: MEHA Board

FROM: Manny Camilon

DATE: April 20, 2009

SUBJECT: Annual History Committee Report

The History Committee made several presentations and displays in 2008, including but not limited to the annual UP Show, the Winter and Spring MEHA conferences, and the School of Public Health Orientation and Film Festival. In each display, we tried to show the history of public health with memorabilia from the public health collection of Manny Camilon and many other donations from the MEHA members. This, coupled with our new scrolling banner and display boards on current issues, drew positive reactions from passer-bys.

This committee has begun looking at possible ideas like events and recognitions for the 50th Anniversary for MEHA. A committee has been loosely formed to discuss ideas and the History Committee is looking for other volunteers. If you wish to be on this committee to make the 50th a special event/occasion or if you just want to throw out an idea, please contact Manny Camilon, or John Haag, co- History Committee chairs.

We look forward to expanding on more history ideas for the committee in 2009.

Respectfully submitted,

Manny Camilon, R.S.

Legislative

April 30, 2009

The committee had two meetings in 2008. At one meeting there were two people, and only one person at the second meeting.

There was discussion about developing a position paper regarding inspections of foods sales at school extra-curricular events, but since MDH already has a written procedure for this, no further action was taken.

Since a committee cannot work without members, there were no additional activities during the year.

Bette Packer
Co-chair MEHA Legislative Committee

Membership

May 1, 2009

To: The Board of Directors and M.E.H.A. Membership

From: Karen Casale and Dan Disrud, Co-Chairs

Subject: 2008/2009 Annual Membership Committee Report

The Membership Committee consisted of Dan Disrud, Mark Clary, Bill Kass, Joe Hibberd, Carlota Medus and Karen Casale.

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

The Committee recruiting activities during the year included personal contact with prospective new members. The recruiting efforts this year resulted in forty-eight (48) new members being accepted into the Association during the period April 29, 2008 through April 30, 2009. Sixty-one (61) members, however, have lapsed memberships. Our current membership is three hundred and forty-three (343); two hundred seventy-nine (279) active members (17 are included in the lapsed memberships above and have been sent last-notices), two (2) honorary members, four (4) sustaining members; sixteen (16) retired members, and forty-two (42) 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 Membership

From: Lori Green, R.S.
Newsletter Chair

Date: April 29, 2009

Re: Annual Report

The newsletter committee is responsible for publishing the MEHA newsletter on a quarterly basis. The following issues were posted to the general membership on the association's website:

Summer 2008	June 16, 2008
Fall 2008	September, 18, 2008
Winter	January 2009
Spring 2009	March 13, 2009

Outreach

- 1- Manny Camilon and Elliott Marston set up and managed the MEHA booth at the UP Show Feb. 23-24, 2009. Displays included the new rolling banner, Manny's great historical public health collection, and the regular displays. The regular display panels are up for revision in the next year, concept yet to be determined. Several members helped staff the booth and explain about MEHA.
- 2- 5000 new high quality MEHA brochures were printed in 2009 with Kim Carlton coordinating the project and printing.
- 3- Kim Carlton also managed a MEHA-ware event selling custom logo jackets at various events. Nearly all have been sold.
- 4- New table skirt and runner have been approved, but not yet ordered, for potential use at events where MEHA is displaying any information about our organization or profession.
- 5- For the spring 2009 conference at Breezy Point Resort, Sharon Smith and Elliott Marston have been contacting vendors to present their products at the exhibitor area. With the economy weak, some prior exhibitors have backed out, but several are committed already.
- 6- The new MEHA organizational structure approved by the board changed the name of the committee from Professional Development and Outreach to simply Outreach, with a new marketing activity now conducted by the Marketing Committee.
- 7- A budget of \$1200 was presented to the Board.
- 8- A co-chairperson for the committee was discussed and is being researched.

Submitted by
Elliott Marston
Chairperson
4-29-09

Resolutions

On January 13, 2009, the Chair of the Resolutions Committee, Solvei Wilmot met with President Elect Joe Hibberd; Vice President Robert Servian; and Secretary Angie Wheeler to conduct the annual review of the Policy and Procedure Manual. Revisions were adopted by the Board of Directors at their February 10, 2009 meeting.

Scholarship

The scholarship committee had three excellent applicants for our scholarship this year. We awarded a scholarship of \$1500.00 to Tim Boyer.

The annual conference, which is scheduled at Breezy Point Resort May 6 thru May 8, 2009, provides the scholarship committee with the largest contribution to the fund. The committee is making preparations for the conference.

The Mary Lauren Olson golf tournament, which brings together both enforcement and the food industry members, has 16 golfers signed-up this year. The number of registrants is less than in previous years but reflects the tight economy we all work and live in. Carlota Medus and Kris Lee are busy preparing for a prize raffle that will also be held during the annual conference. They have requested that members donate unused or unwanted items and have purchased a few items to serve as major prizes. We are looking forward to a successful fund raiser and an enjoyable golf outing.

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
- 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) 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>.

Respectfully submitted,

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

Pages Viewed Year to Date, January 1 through April 28, 2009

Rank	Page Name	Viewed	Average/Day	Rank Last Year
1	Home page	4479	38.0	1
2	Jobs Available	3948	33.5	2
3	Winter Newsletter	1751	14.8	5
4	Breathe Easy presentation	1696	14.4	---
5	Calendar of Events	1582	13.4	---
6	Fall newsletter	1181	10.0	---
7	PH Nuisances presentation	1041	8.8	---
8	Lead presentation	888	7.5	---
9	Online Library	816	6.9	7
10	Menard's CFL Recycling Program	648	5.5	---
11	Spring Conference	623	5.3	8
12	Board of Directors	599	5.1	9
13	Sanitarian Registration	560	4.7	6
14	Photo Gallery	554	4.7	10
15	What is EH?	511	4.3	14
16	Links	504	4.3	11
17	Committees	492	4.2	13
18	What is MEHA?	486	4.1	12
19	Sustaining Members	481	4.1	15
20	Summer Newsletter	479	4.1	---
21	Spring agenda	456	3.9	---
22	Winter conference agenda	420	3.6	22
23	Join Us	413	3.5	16
24	Frequently Asked Questions	402	3.4	18
25	Legislative Committee	402	3.4	19

MEMORANDUM

TO: Members of the Minnesota Environmental Health Association

DATE: April 28, 2009

SUBJECT: Report of 2009 Election

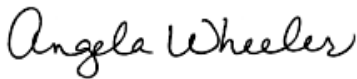
Ballots were mailed to all members in good standing as of February 28, 2009 in accordance with the MEHA Policy and Procedures Manual, section 10.04.

Ballots received on or before April 7, 2009 were opened and counted on April 14, 2009 by an ad hoc election committee consisting of President-Elect Joe Hibberd, Newsletter Chair Lori Green and Secretary Angie Wheeler. 123 votes were cast and 123 were counted.

The following MEHA members were elected as indicated:

Vice President:	Rob Carper
Secretary:	Angie Wheeler
Director:	Solvei Wilmot
Member-at-Large:	Fong Lor

Respectfully submitted,



Angela Wheeler
Secretary

Organizational Liaisons

MDH Sanitarian Registration Advisory Council

Wendy Spanier

MPCA SSTS Advisory Committee

Craig Gilbertson

Minnesota Public Health Association

Heather Flueger

NEHA Marketing Committee

Joe Hibberd

University of Wisconsin-Eau Claire Environmental Health Program

Angie Wheeler

Environmental Health Knowledge Management Project Steering Committee

Angie Wheeler