

MEHA Board Meeting Minutes
February 15, 2011

The meeting was called to order by President Robert Servian at 11:32 am. The following Board members were present: Joe Hibberd, John Tracy, Rob Carper, Frank Sedzielarz, Kim Carlton, Laura Huseby, John Weinand, Solvei Wilmot, Dan Disrud, and Angie Wheeler. The following members were present: Laura Scheinoha, Sharon Smith, Kyle Johnsen, Laura Schmidt, Karen Casale and Manny Camilon.

Agenda

President Robert Servian reviewed the agenda. The “RS Study Group” discussion was moved to “Committee Reports” and will be covered as part of the Registration Committee report.

Secretary’s Report

M/S/P Carper/Weinand to approve the December 14, 2010 minutes.

Treasurer’s Report

John Tracy handed out and discussed the financial report. In the future, a summary of expenses will be added to the narrative report so we can easily see where the funds were spent. IRS 1099’s were sent out to three speakers in January. An additional \$8000 needs to be added to the Technology Committee budget for the new website costs. Information on the Employee Dishonesty Bond and Liability insurance was handed out. M/S/P Hibberd/Wilmot to obtain a \$50,000 bond from the second company and change the liability insurance to the second company’s also. This would provide more coverage for less than we are currently paying for the dishonesty bond.

M/S/P Hibberd/Carlton to accept the Treasurer’s Report.

President’s Report

President Robert Servian reported that he has sent a letter to Dr. Toscano regarding a new Scholarship Committee Trustee. He has not heard back from Dr. Toscano.

Committee Reports

Awards – Frank Sedzielarz reported that a nomination for the Frank A. Staffenson Environmental Health Professional of the Year award is being submitted.

Conference Planning – Laura Schmidt led a discussion on raising the registration fees for conferences. The current fees barely cover the costs of the conference and without paying many of the speakers. Some local agencies are requiring their staff to cover the cost of their food at conferences. There was general discussion on possible options and the pros and cons of the options. This item was tabled until the 2011-2012 budget process.

Sharon Smith reported that they are working on the NEHA Region IV conference. They will need help from others for registration, vendors, and a will need a facility contact. She will send out an email asking for assistance and suggestions for possible speakers.

Finance – The committee report was submitted via the listserv.

History – Manny Camilon handed out a budget proposal and discussion the plans for the 50th anniversary. Several items were removed from the budget request because they are already covered elsewhere or by attendee fees. Angie Wheeler will give Manny the 40th anniversary banner to see if it can be reworked. The recognition of retired members is being discussed. It was decided that we will collect membership information with the registration form and then put stickers on their name badge. A photo slide show with the names and years was suggested. Manny requested that we send any photo's we have to him. M/S/P Tracy/Wilmot to budget \$1000 for the History Committee.

Legislative – The report was submitted via the listserv.

Membership – The report was submitted via the listserv. Karen Casale reported that she has been informed that State of Minnesota members cannot pay their dues via Pay Pal.

Newsletter – The report was submitted via the listserv. Submit any articles to Lori Green by March 1st.

Nominations – Joe Hibberd passed out a list of candidates for the 2011 election. M/S/P Hibberd/Wheeler to accept the list of candidates. The candidates that will be on the election ballot are Kim Carlton, Vice-President; Lori Green, Secretary; Rebecca Caulfield and Kyle Johnsen, Director; Jessica Berti and Molly Wellens, Member at Large.

Outreach – Kyle Johnsen reported that he is setting up vendors for the conference. He is in the process of looking at events that MEHA is being represented at. Please let him know where we are going and what we are doing.

Publicity & Marketing – Report submitted via the listserv.

Registration – The committee report was handed out at the meeting. Frank Sedzielarz will co-chair the Registration Committee. Frank reported that he and Chris Forslund have discussed the RS study group. They are in the process of forming the groundwork for this group to determine the direction and how much of a commitment MEHA can realistically make. The study group is being designed to expand beyond what MDH currently offers. Any ideas and suggestions should be submitted to the committee. Chris and Frank will design a pilot proposal and present it at the April meeting. They anticipate that there would be at least a one year trial period. The committee was asked to prepare a possible budget including expenses for volunteer support. Summary data on those who have taken the exam in Minnesota was requested by Angie Wheeler. The data has been compiled by MDH but must be reviewed and approved by the Sanitarian Registration Advisory Council before it can be released.

Resolutions – No report.

Technology – Joe Hibberd reported that the vendor is currently working on the web page. The first mock-up looks good. He has been communicating weekly with them. It is anticipated that this will be completed by the end of March. MEHA will then have 30 days to test the site. It was suggested that areas be assigned to specific people for review. Joe indicated that he will send the mock-up to the Board in March.

Scholarship – No report.

Student – President Servian repeated that he has emailed Dr. Toscano about the Scholarship Committee Trustee and student involvement. He has not had a response from Dr. Toscano as of this date.

President-Elect's Report: Strategic Plan

President-Elect Rob Carper reported that the committee met on 1/4/2011 to discuss the objectives of goal #3 which is to increase the number and participation of the membership. Dan Disrud discussed some of the items that were added to this goal. The objectives are:

- 1) Recruit more members
- 2) Encourage lapsed members to renew membership
- 3) Increase participation of members on committees and Board of Directors
- 4) Gain employer support for staff's participation in Association conferences and committees
- 5) Foster and promote high standards of members

The full committee met on January 24th. Objective #5 was discussed. A committee is discussing the development and implementation of a membership code of ethics. These are meant to be guidelines and not a mandate. This is an effort to bring more professionalism to the Association. The code of ethics may become an expectation of the Board members.

Goal #4 is related to outreach. Rob Carper has been discussing this with Kyle Johnsen. Linking to others on Facebook was discussed.

Goal #5 is the Legislative Strategic Direction Plan. We need to determine what the organization should do and how we should do it. There was general discussion on position papers and then more specifically a position paper for the raw milk legislation. Position papers versus talking points and advocacy versus lobbying were discussed. We need to be careful on what terms we use so we don't conflict with the IRS 501.3(c) classification. It was decided to call them fact sheets and not talking points or position papers. Robert will talk to Bette Packer about changing the language and find out what she requested from Dave Read at MDA related to the raw milk legislation. We may need to take another look at the goal itself. Maybe it needs to be changed to read "To interact with the legislature".

Rob Carper indicated that the final changes to the Strategic Plan will be completed, obtain committee approval and will be presented to the Board as the May, 2011 to May, 2013 Strategic Plan.

Old Business

Appointment of Scholarship Trustee – As reported previously, President Servian stated that he has emailed Dr. Toscano about the Scholarship Committee Trustee position. He has not received a response from Dr. Toscano as of this date.

New Business

Policy & Procedures and By-Laws Proposed Revisions – The proposed revisions were handed out by Dan Disrud and discussed. The proposed revision to the mission statement was rejected at this time. The Board generally felt that we need more discussion on the

proposed language. M/S/P Hibberd/Weinand to accept the proposed changes to the Policy & Procedures Manual as discussed with the exception of the mission statement. M/S/P Hibberd/Weinand to accept the proposed changes to the By-Laws as presented by the committee and amended by discussion and that these proposed changes be presented to the membership during this years election.

Facebook Postings – Kim Carlton reported that the MEHA page has been created. A MN environmental health profile has also been created. She asked the Board if we want to keep the postings specific to MEHA events or Minnesota events or anything that may be interesting. The Board expressed a positive response to posting interesting articles without commentary.

Announcements

- The next meeting is the President’s luncheon. This will be held on April 12, 2011 at Kozlak’s Royal Oaks in Shoreview at 11:30 am. Their website is: www.kozlaks.com

The meeting was adjourned at 3:08 pm.

Respectfully submitted,

Angela Wheeler
Secretary