



MEHA Board Meeting Minutes

August 9th 2017

1800 West Old Shakopee Rd City of Bloomington.

Call to Order

Meeting called to order at: 11:38 AM

Quorum: 6 of 11.

President:	Nicole Hedeem	Present
First Past President:	Jeff Luedeman	Not-Present
Second Past President:	Sadie Pulk	Not-Present
Vice President:	Mike Melius	Present
President-Elect:	Caleb Johnson	Present
Member at Large:	Jenni Lansing	Present
First Year Director:	Jessica Jutz	Not-Present
Second Year Director:	Jesse Harmon	Present
Third Year Director:	Valerie Gamble	Present
Secretary:	Ryan Lee	Present
Treasurer:	Eric Freihammer	Present

Introductions – Non Board Members

No additional Members.

Agenda Approval

Ryan Moves to approve the agenda, Val seconds the motion to approve the agenda. The motion carries.

Secretary's Report

Ryan moves to approve the Minutes, and Caleb seconds the motion, the motion carries to approve the minutes.

Treasurer's Report

-Redacted-

New Fiscal Year.

Finances are looking good going into the conference.

Caleb J. moves and Ryan L. seconds the motion to approve the treasurer's report.

President's Reports

Looking for conference help.

President-Elect's Report

Conference update.

We have national attention for the conference.

Review of NEHA conference.

Committee Reports

Awards Committee

Respectfully Submitted by: Sadie Pulk

The Awards Committee has had no action since the last board meeting.

Conference Planning Committee

Respectfully submitted by: Jessica Jutz, Michelle Messer & Tessa Whitemarsh

The conference committee is part of a large committee planning the FDA Central Region Seminar/NEHA Region 4 Conference which is next month. Early bird registration ends August 15th so make sure to save \$50 and register now. As of this morning there were about 175 people registered so far. This has been a huge undertaking and we would like to thank Kim Carlton for her leadership as chair of the ad hoc committee and the rest of the MEHA members who have put work into this conference.

Looking ahead the 2018 Winter Conference is January 25th at the U of M's Continuing Education and Conference Center.

Jessica will not be able to attend the board meeting- she will be on vacation.

Communications Committee

Finance Committee

Respectfully submitted: Lisa Schreifels

The finance committee reviewed the Treasurers bimonthly report on August 2 for the start of MEHA's fiscal year. All expenses and revenues were accounted for. The Budget amounts listed were not able to be confirmed with the minutes so the Fiscal Start budget amounts included are tentative and marked as such.

History Committee

Legislative Committee

Membership Committee

Respectfully submitted by: Karen Casale and Dan Disrud

After the most recent updates we have 425 members (423 when the July lapsed members are removed). Since the June board meeting we have added 6 new members (5 active and 1 bronze sustaining), however 88 members lapsed June 2016 through June 30, 2017 (46 active, 1 Junior, 3 retired, 36 students and 2 sustaining). The process used for the student orientations and the U of M career fair went very well I would like to submit a format that we use for gratis student memberships. We still need to resolve the process of student member renewals. We need to emphasize the students use their school email addresses for student verification.

We have reviewed the Policy & Procedures for the Membership Committee the draft has been submitted for review and is on the agenda

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 and profile options.

The list of members whose membership expired between June 1, 2016 and June 30, 2017 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

Outreach Committee

Respectfully Submitted by: Amy Zagar

MEHA Outreach and Marketing Committees met on 7/17/17 to discuss upcoming events and action items for recruiting new members.

The MEHA Store was opened to offer members one last chance to purchase apparel before the NEHA Regional 4 Conference. The store closed on August 6th and all items will be delivered before NEHA conference. Notification was sent through an e-blast on 7/26/17 and 8/3/17.

An order was placed for MEHA items to give out at outreach and marketing events. MEHA items are expected to be delivered by the end of August 2017.

A volunteer event at Open Arms was organized for January 13, 2018. 10am to Noon. There are 15 volunteer positions available for this event and members are welcome to sign up with friends and family members who are old enough to safely work in a commercial kitchen. To sign up, contact

Amy Zagar at amy.zagar@hennepin.us or 612-543-5267. We currently have 5 people signed up! Notification was sent through an e-blast on 7/24/17 and 7/26/17 and is also on the MEHA website. Currently working on organizing more volunteer events, ideally a river clean up.

MEHA Outreach and Marketing Committees are looking for volunteers to represent MEHA at Career Fairs

We are also looking for MEHA members to go to their Alma Maters and present about MEHA

Publicity & Marketing Committee

Respectfully submitted by: Jesse Harmon and Jeff Brown.

The Marketing & Publicity and Outreach Committees held a joint meeting on July 17th to discuss MEHA representation at upcoming career and internship fairs and choosing/ordering items to be given away at events to advertise the Association.

Present: Amy Zagar, Kyle Johnsen, Patrick Kuisle, Kris Keller, Barbara Krech, Jeff Brown

MEHA is registered for a table at the Government and Non-Profit Career Fair at the University of Minnesota on October 20, 2017. We will be seeking volunteers to staff the table, so please consider volunteering some time representing MEHA!

Committees will be refining talking points for members to use at these events and will be creating a new MEHA brochure. MEHA branded items to be ordered may include: pens, can koozies, cell phone card holders, sunglasses, or lip balm – depending on budget.

Registration Committee

Respectfully submitted by: Frank Sedzielarz

We conducted one RS/REHS study session in July, on the 25th, during which we covered Emergency Response/Disaster Sanitation.

Our next RS/REHS study session will be held on Wednesday, August 23, 2017, scheduled for 12:00-3:00pm, at the Fridley Community Center (FCC), 6085 7th Ave., NE in Fridley, MN, room #112. We will focus on Air Pollution and Noise Control.

On 7/11/2017, Hannah Davis, Doug Edson and I had a committee meeting to discuss study session issues, at The Unofficial Restaurant, in St. Anthony, MN. During our discussion Hannah Davis agreed to take over as the Registration Committee Chair. Past Co-Chair Chris Forslund was unable to attend the meeting but said he supported Hannah 's becoming Chair, in an earlier communication. Doug, Chris and I will continue on the committee and work with her as she takes over the leadership role.

Resolutions Committee

Scholarship Committee

Respectfully Submitted by: Jill DeBrito

The committee has been working on the silent auction and raffle for the fall Region 4 NEHA conference.

The annual U of M School of Public Health grad student orientation MLO Scholarship informational presentation will take place on August 30 at the U of M.

The committee will be appointing a new trustee in September to replace Jill DeBrito.

Student Committee

Respectfully submitted by Laura Suppes.

The Student Committee has nothing to report since the last board meeting.

Technology Committee

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

The Technology Committee met last month to discuss NEHA/ FDA technology needs and is working to meet them.

We had about 5000 page views in the last 2 months with the NEHA / FDA conference page taking the lead this month over the home page. 1

8 jobs were posted to careers page.

Old Business

1. Student PnP change – Karen
 - a. PnP Changes reviewed.
 - b. Val Moves to approve the pnp changes as listed below. Ryan seconds the motion to approve the changes. The motion carries.

27.0 Membership Committee

27.1 The Committee shall actively promote membership with the objective of enrolling eligible persons as stipulated in Article III of the By-Laws.

27.2 The Committee shall cooperate with and assist the Treasurer in maintaining the membership records.

27.3 The Committee shall maintain a current database of all members. This will include paid and expire/lapsed memberships. ~~The Committee will send membership renewal invoices.~~

~~27.4 The Committee will provide mailing labels to other Committees for the distribution of newsletters, conference announcements, mail ballots and other Association business.~~

27.4 The Committee shall collect \$50.00 from a person, business or organization that requests a copy of the Association's mailing list or portion thereof. This fee may be waived for non-profit organizations, education institutions, public agencies and other organizations when the purpose for the request does not conflict with the objectives of the Corporation as stated in Article II of the By-Laws. Mailing lists provided under this section shall indicate that duplication is prohibited.

27.5 The Committee shall notify members during application for new or renewal membership that mailing lists may be provided to other organizations upon request. The notification shall allow members to exclude themselves from such mailings.

~~**27.7** The Committee shall provide a copy of the latest membership list to the Conference Planning Committee to ensure that attendees pay the appropriate registration fee.~~

27.6 The Committee shall provide the current membership list to the Technology Committee for annual electronic distribution to the membership.

27.7 The Committee shall establish a subcommittee to contact past members whose membership has expired to encourage them to renew their membership.

27.8 The Committee shall offer a one-year complimentary membership to each person who passes the registration (RS/REHS) examination after October 1, 2013. If the examinee is already a MEHA member, a onetime credit may be used once the applicant's renewal is due.

27.9 The Committee may offer a five-year complimentary Junior/Student membership to recipients of MEHA's special award (*Award for Excellence in Environmental Health Science*) from the Minnesota State Science and Engineering Fair each year.

2. Student Policy – Karen
3. Legislative committee update:
 - a. Survey Results from legislative committee
 - b. Discontinuing large bill tracking.
 - c. Legislative session summary
 - d. Discussed white papers and position papers.
 - e. Capitol building tours to be scheduled.

New Business

1. Stipends for FDA conference
 - a. Caleb moves to increase the stipend to 6 from 5 and Jesse Harmon 2nds the motion. The motion carries.
2. FDA conference
 - a. Additional items discussed. No board action taken.
 - b. Discussed ribbon requirements.

Announcements

Upcoming Meetings

Next meeting: October 11th 2017 in Bloomington.

Adjourn

Caleb moves to adjourn, Jesse H. seconds the motion. The motion carries. The meeting adjourned at 1:44PM.