

# MINNESOTA ENVIRONMENTAL HEALTH ASSOCIATION



## ANNUAL REPORTS 2017 – 2018

## Order of Business of the Annual Meeting

- a. Meeting Called to Order At 8:32 AM
- b. Roll Call of Officers and Directors

<b>President:</b>	Nicole Hedeem	
<b>First Past President:</b>	Jeff Luedeman	
<b>Second Past President:</b>	Sadie Pulk	
<b>Vice President:</b>	Mike Melius	
<b>President-Elect:</b>	Caleb Johnson	
<b>Member at Large:</b>	Jenni Lansing	
<b>First Year Director:</b>	Jessica Jutz	
<b>Second Year Director:</b>	Jesse Harmon	
<b>Third Year Director:</b>	Valerie Gamble	
<b>Secretary:</b>	Ryan Lee	
<b>Treasurer:</b>	Eric Freihammer	

- c. Secretary's Report
- d. Approval of last Annual Meeting Minutes
- e. Treasurer's Report
- f. Approval of Annual Treasurer's Report
- g. Reports of Committees
- h. Report on Strategic Direction
- i. Unfinished Business - None
- j. Outgoing President's Address
- k. Presentation of Gavel to Incoming President
- l. Incoming President's Address
- m. Presentation of Past President Award and Gold Bar to Outgoing President
- n. Report of Election – done above
- o. New Business
- p. 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 2017** -

- a. Meeting Called to Order At 8:32 AM
- b. Roll Call of Officers and Directors

<b>President:</b>	Jeff Luedeman	<b>Present</b>
<b>First Past President:</b>	Sadie Pulk	<b>Not Present</b>
<b>Second Past President:</b>	James Topie	<b>Present</b>
<b>Vice President:</b>	Caleb Johnson	<b>Present</b>
<b>President-Elect:</b>	Nicole Hedeem	<b>Present</b>
<b>Member at Large:</b>	Amy Zagar	<b>Not Present</b>
<b>First Year Director:</b>	Jesse Harmon	<b>Not Present</b>
<b>Second Year Director:</b>	Valerie Gamble	<b>Present</b>
<b>Third Year Director:</b>	Kris Keller	<b>Present</b>
<b>Secretary:</b>	Ryan Lee	<b>Present</b>
<b>Treasurer:</b>	Eric Freihammer	<b>Not Present</b>

- c. Secretary’s Report
  - i. Minutes presented for approval
- d. Approval of last Annual Meeting Minutes
- e. Finance committee report was under legislative committee
- f. Caleb Johnson moves to adopt the minutes as corrected. Angie Cyr seconds the motion the motion carries.
- g. Treasurer’s Report
  - i. Lisa Schriefels reports that: Eric the treasurer is out at the moment. Reports have been sent for every board meeting, looking at the status of funds. The largest income for the organization is the Spring Conference. The Fall conference is set to disrupt this norm, but no red flags are reported. Board has kept membership and conference fees very low compared to similar organizations.
- h. Approval of Annual Treasurer’s Report
  - i. Jessica moves and Karen seconds the motion to approve the treasurer’s report. The motion Carries.
- i. Reports of Committees

*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.*

## **Annual Committee Reports 2016-2017**

### **Awards Committee**

Kim Carlton reported that:

This year's Awards Committee consisted of Greg Abel, Becky Albright, Kim Carlton, Jill Johnson, Kris Keller, and Patrick Kuisle. Awards nominations were solicited at the winter education conferences, through news bulletins and newsletters, and the MEHA website. Nominations were due on March 1, 2015. Four (4) nominations for Emerging Professional Award, two (2) nominations for Merit Award, and two (2) nominations for Frank A. Staffenson Environmental Health Professional of the Year were received.

The committee met on March 25, 2016 to review and discuss the nominations. A consensus was reached to present awards in each of the three designated categories. This year's awards are scheduled for presentation on May 12, 2016 to the following members:

Merit Award: Lisa Schreifels, City of St. Cloud

Merit Award: Jim Topie, MDH

Emerging Professional Award: Ryan Lee, MDH

Staffenson: Shannon Rohr, City of Bloomington

The names of the recipients are protected until presentation at the annual Awards Banquet.

The name of the 2016 Frank A. Staffenson Environmental Health Professional of the Year Award recipient is forwarded to the National Environmental Health Association (NEHA) for a Certificate of Merit and recognition during the NEHA Annual Education Conference. The recipient's name is also engraved on a plate and fixed to a MEHA consolidated award commemorative plaque.

In addition to inscribed plaques for the MEHA awards referenced above, a Past-President Award is prepared and scheduled for presentation to Sadie Pulk on May 13, 2016.

### **Conference Planning Committee**

Jessica Jutz, co-chair, Sharon Smith, co-chair, Tessa Whitemarsh, co-chair reported that:

The 2015 Spring Conference was held May 14-15 at Arrowwood Resort & Conference Center in Alexandria. There were 123 attendees. The registration and vendor fees collected equaled \$6,505.00. The expenses without online fees were \$13,453.17. There was a special guest celebrity chef, Amy Thielen, who presented a session and then put on a cooking demonstration. The Board of Directors subsidized the conference by covering the cost lunches, breaks and appetizers made from Chef Thielen's recipes. There was a net cost of \$6,948.17 on the conference.

There was no fall conference because on the Region 4 NEHA conference which was held in Waterloo, Iowa.

The University of Minnesota's Continuing Education and Conference Center on the St. Paul campus was the site of the 2016 Winter Conference. The event was held on January 28th and we had a record

registration of 206 people. The expenses without online fees were \$8,154.90 while the registration fees collected equaled \$6,280.00. There was a net loss of \$1,574.90 on the conference.

The 2016 Spring Conference is scheduled for May 12-13 at Cragun's near Brainerd, MN.

### **Finance Committee**

Lisa Schreifels and Dan Disrud Reported that:

Finances and financial documents have been reviewed with the Treasurer prior to each Board meeting. Records are consistently found as well maintained and account balances are accurate. Please reference the Treasurer's reports.

Committee budget requests were collected for the 2017-2018 fiscal year and a spreadsheet was compiled for Board review and consideration.

The Association is in strong financial health.

### **History Committee**

James Topie reported that:

Michelle Messer has replaced Manny Camilon on the History committee as a co-chair along with Petrona Lee.

### **Legislative Committee**

Colleen Paulus and Valerie Gamble Reported that:

Michael Green and Jenni Lansing put together a chart of legislative bills for the 2016 legislative session that may be of interest to MEHA members. Becky Albrecht revised the sample letter that MEHA members can use as a model for writing to their legislator. The new sample letter and chart of legislative bills will be posted on the MEHA website in the legislative committee section. Members of the committee are in the process of tracking and summarizing bills for the current legislative session. The bill summaries are stored in Google Drive and will be shared with MEHA members via e-blast communications.

### **Membership Committee**

Karen Casale, Dan Disrud, Sadie Pulk, Eric Freihammer, Nicole Hedeem, Caleb Johnson, Jesse Harmon, and Jeff Brow Reported that:

Renewals are completely on line and the process seems to be going well. Fillable paper applications are still available online for all membership categories. Membership is increasing. The legacy database is maintained to preserve membership history.

The Committee recruiting activities during the year included personal contact with prospective new and lapsed members. The recruiting efforts this year resulted in seventy (70) new members being accepted into the Association during the period May 2, 2015 through May 5, 2016. Ninety-nine (99) members, however, have lapsed memberships. Our current membership is three hundred ninety-two (392); three hundred nine (309) active members, one (1) honorary member, three (3) lifetime members, four (4)

sustaining members; eighteen (18) retired members, fifty (50) student members and six (7) junior members.

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

### **Nominations Committee**

Jim Topie reported that:

Ballots were electronically mailed on March 21 and 22, 2016 to all members in good standing as of February 28, 2016 in accordance with MEHA Policy and Procedures Manual, section 11.01.

The following candidates ran for these Board positions:

Secretary - Ryan Lee

Member-at-Large

David Boberg

Amy Zagar

First Year Director

Jesse Harmon

Amy Saupe

Vice President - Caleb Johnson

The election closed on April 10, at 11:59 PM US/Central Time. Ballots received on or before that date and time were electronically counted. 159 ballots were cast of 369 electors provided the opportunity to vote. The election results were certified by Simply Voting to have been securely processed and accurately tabulated by their independently managed service. The MEHA Secretary and 1st Past President presented the certified election results to the MEHA Board at the April 11, 2016 meeting.

The following MEHA members were elected as indicated:

Secretary

Ryan Lee

Member-at-Large

Amy Zagar

First Year Director

Jesse Harmon

Vice President

Caleb Johnson

### **Outreach Committee**

Kyle Johnson reported that: MEHA had 5 vendors this year. MEHA bags and water bottles were ordered and they will be available at outreach events.

### **Registration Committee**

Frank Sedzielarz reported that:

Chris Forslund, Frank Sedzielarz, Doug Edson, Hannah Davis

June, 2016 will mark our 5th year of conducting RS/REHS exam study sessions in the metro area. In the current period, April '15 – April '16, we conducted 15 study sessions. This worked out to monthly sessions for most months, except for November when the session was canceled due to technical problems. Two sessions were held each month in April '15, September '15, and January '16.

We have continued to conduct study sessions at the Fridley Community Center (FCC), 6085 7th Ave., NE, in Fridley MN. We are grateful to Stephen Keeler, Adult & Youth Enrichment, Facilities & Aquatics Coordinator of Fridley Public Schools Community Education for his assistance in scheduling meeting space for our sessions. He makes every effort to schedule us into the center's fireplace room, a smaller, very comfortable space for our sessions. This April, 2016, the Registration Committee/MEHA made a \$100 donation to the Community Center (ISD #14) to help support the facility.

Special mention should be made concerning the following sessions:

During the 9/8/15 session Mr. Roger Van Tassel, licensed plumber City of Minneapolis, participated in the session, covering the elements of a typical plumbing inspection.

Mr. Gary Robertson, MNOSHA Training Officer/Safety Investigator participate in the June '15 session, explaining OSHA regulations and inspections.

We will continue to conduct monthly, or more if requested, study sessions in the Metro area. Additionally, we will be turning our attention to people who can't get to our MEHA study sessions, especially out state people. We have tried Skype video but the quality is not good, and we can only Skype one person at a time as we don't have an \$\$\$ license to do so. Alternatively, we working on a DVD that has the best study materials and guidelines that we use in our sessions. It won't be as good as actually being in our discussion/study group, but at least those who are preparing for the exam can review the material. We have been doing the MEHA study sessions for over five years now and have collected quite a library of materials. We depend on old basics like the CDC study guides which have good boiler plate information, and other materials, including on line references. Some materials we study, like on topics such as body art, are not well covered in the typical NEHA study materials. We have also written a lot of additional study materials. We don't have a target date as there's a lot to sort thru, but we expect to have something workable in about a month. Meanwhile, we plan on continuing at least monthly study sessions in the Metro area.

MEHA Registration Committee Co-Chair

## **Resolutions Committee**

Joan Peterson reported the committee met once during the past year and that the policy and procedures manual was reviewed and updated.

## **Scholarship Committee**

Jill DeBrito, Heather Flueger, Caleb Johnson Reported that:

The MLO scholarship award, for \$2000, was awarded to Disi Tian, doctoral student from the U of M Division of Environmental Health Sciences, at the MEHA Winter Conference on 1/28/2016

The Northstar scholarship award, for \$1000, was awarded to Tristin Christopher, Bachelor of Science undergraduate student from the Environmental and Public Health program at UWEC, at the MEHA Winter Conference on 1/28/2016

Fund Balance:

The MLO fund balances as of June 30, 2015 were a total balance of \$46,504 and an available balance of \$2034.

#### Committee Personnel Changes:

Heather Flueger Joined the Scholarship Committee effective September 2015 to replace Nicole Hedeem, who has joined the board of directors as vice president. Nicole remains a board liaison to the Scholarship Committee.

#### Fundraising Activities:

The 2015 MEHA Spring Conference Golf Tournament Raised \$585 for the Mary Lauren Olson Scholarship  
The 2015 MEHA Spring Conference door prize raffle raised \$1354 for the Mary Lauren Olson Scholarship  
The 2015 MEHA Spring Conference Beanbag Toss Tournament raised \$400 for the MEHA Northstar Scholarship.

The SPAM group was awarded with the Made in Minnesota Theme “Best Dressed” award at the 2015 spring conference at Arrowwood Resort in Alexandria.

#### Scholarship Committee:

The 2015-2016 Scholarship Committee has 3 members: Caleb Johnson (Chair, 3rd year member), Jill DeBrito (2nd year member), and Heather Flueger (1st year member).

Effective September 2016 for the year of 2016/2017, Jill DeBrito will move to Chair of the committee and 3rd year member, Heather Flueger will move to 2nd year member, and Caleb Johnson will move to 1st year member.

### **Student Committee**

Laura M. Suppes PhD, MPH, REHS Reported that:

The Student Committee hosted the second professional - student mentor program at the 2016 MEHA Winter Educational conference. The program expanded to include St. Catherine’s University undergraduate public health students. Nineteen students and 17 professionals participated, compared to 12 students and 10 EH professionals in 2015 from 2 schools (UW - Eau Claire and University of Minnesota). Twelve students were from UW – Eau Claire, 5 from St. Catherine’s University, and 2 from the University of Minnesota. Feedback from mentor program participants has been very positive, suggesting the mentor program is contributing to the development of students as EH pre-professionals and to intern recruitment for professionals.

#### Comments from 2015 professional participants:

“I enjoyed getting to meet an interested student that became a good intern for our department.”

“It was ‘fun’ to meet students in the program and to see how they think, what their interests area, what they are studying”

“I think the mentor program was great, overall. Definitely a program that is beneficial to both students and mentors.”

#### Comments from 2015 student participants:

“The mentor program was great. It opened the door to many opportunities for me and also opened up many contacts for networking and future internships for me. I would highly recommend it to anyone interested.

“The mentor program is great. I honestly believe that having this professional contact played a huge part in landing my internship and has opened up many more doors for communication with other professionals”

Student-professional pairs will continue to interact through email and job shadowing until the next winter conference. The Student Committee plans to continue the program next year.

At that same conference, there were 20 university students that presented on their EH posters (compared to 15 student presenters in 2015). Poster presenters were from the University of Minnesota (1), University of Wisconsin – Stout (1) and UW – Eau Claire (18).

## Technology Committee

Kim Carlton and Jesse Hennes Reported that:

The Technology Committee is charged with coordinating the technology needs of the Association, including software and electronic information flow. The Committee maintains the following:

The MEHA website (<http://www.MEHAonline.org> and <http://www.MEHAonline.com>), which includes:  
News and announcements

Information about MEHA and Environmental Health in general,

Membership materials,

Board of Directors and Committee Chair contact information,

Upcoming events, and

Job Postings

Wild Apricot service (<http://meha.wildapricot.org>), which includes:

Online membership renewal

Online conference registration

Mass emails to the membership, including weekly “E-Blasts” and job postings

The private listserv for the Board of Directors and committee chairs, which serves as the primary communication channel for the Board members and committee chairs

The MEHA Facebook page (<https://www.facebook.com/pages/Minnesota-Environmental-Health-Association/160272054003203>). The Facebook page is intended to share information, photos, links and videos among our members and others with an interest in Environmental Health.

The MEHA Twitter account (<https://twitter.com/MEHAOnline>)

Activities in 2015-2016 include:

We moved our website hosting from Electric Citizen to Word Press. This has given us the ability to build our website to fit the needs of MEHA. Immediately the website has become more user friendly and mobile device accessible.

New features already added include, custom backgrounds, easier to read web pages, fewer navigation bars, integrating the MEHA logo colors into the text and web page design.

Cleaned up the document library to make finding and accessing documents easier.

We are still working to implement new features to streamline the user experience.

We setup online voting for board member elections on Simple Voting. This year 159 out of 369 electors voted (~43%). Online voting increased member voting by about 23 percentage points from last year’s paper ballots.

We use Google Analytics to track visits to the MEHA website. From July 1, 2015 through April 13, 2016, the MEHA website had 35,679 page views, and 28,825 were unique page views. Job postings, the MEHA homepage, and conference materials receive the heaviest traffic.

We received and posted over 40 job postings to the MEHA website in the past year.

## Old Business

- a. No Old Business

## **New Business**

1. Outgoing President's Address
  - a. Jeff Luedemann gives his farewell address. Congratulations to the award winners, and the talent they bring to the organization. Gives thanks to the work and success of the committees and those who serve on them. An honor and a privilege to serve.
2. Presentation of Gavel to Incoming President
  - a. Nicole Hedeem becomes the new MEHA president.
3. Incoming President's Address
  - a. Nicole gives her history of how she became a MEHA member and how that led her to the presidency.
4. Presentation of Past President Award and Gold Bar to Outgoing President
5. Nicole Hedeem gives Jeff Luedemann the Past President Award.
6. Report of Election – done above
7. Rob moves Karen seconds to approve the by-laws. The motion carries.

## **Adjourn**

Karen Casale moves to adjourn, Jeff Luedeman seconds. The motion carries.

9:14 A.M. adjourned.

- END OF 2017 Annual Meeting Minutes -

## Inventory of MEHA items:

MEHA Item	Member In Charge of Item	Member Email Address	Date of Inventory
Plastic Folding Table and 2 Steel Folding Chairs	Caleb Johnson	<a href="mailto:caleb.johnson@state.mn.us">caleb.johnson@state.mn.us</a>	4/5/2018
MEHA Swag (water bottles: 15 Green, 13 Red, 18 Black; ~50 can koozies; ~60 pens)	Caleb Johnson	<a href="mailto:caleb.johnson@state.mn.us">caleb.johnson@state.mn.us</a>	4/5/2018
MEHA Swag (~50 pens and 12 tote bags)	Kyle Johnsen	<a href="mailto:kyle.johnsen@state.mn.us">kyle.johnsen@state.mn.us</a>	3/29/2018
MEHA PO Box Keys (Anoka County)	Dan Disrud and Michelle Messer (1 each)	<a href="mailto:michelle.messer@state.mn.us">michelle.messer@state.mn.us</a>	3/29/2018
MEHA PO Box Keys (Stearns County)	Eric Freihammer	<a href="mailto:eric.freihammer@state.mn.us">eric.freihammer@state.mn.us</a>	4/2/2018
USB Flash Drives—Financial files Treasurer records	Eric Freihammer	<a href="mailto:eric.freihammer@state.mn.us">eric.freihammer@state.mn.us</a>	4/2/2018
REHS Study Guide	Frank Sedzielarz	<a href="mailto:sedz0002@umn.edu">sedz0002@umn.edu</a>	3/29/2018
MEHA Banner (new logo)	Jeff Brown	<a href="mailto:jbrown@edinaMN.gov">jbrown@edinaMN.gov</a>	3/29/2018
MEHA Table Runner (Publicity and Outreach) x2	Jeff Brown	<a href="mailto:jbrown@edinaMN.gov">jbrown@edinaMN.gov</a>	3/29/2018
Wire Display rack For MEHA wear	Jeff Brown	<a href="mailto:jbrown@edinaMN.gov">jbrown@edinaMN.gov</a>	3/29/2018
Scrolling Banner	Jeff Brown	<a href="mailto:jbrown@edinaMN.gov">jbrown@edinaMN.gov</a>	3/29/2018
President's Gavel	Nicole Hedeem, Caleb Johnson after May 2018	<a href="mailto:caleb.johnson@state.mn.us">caleb.johnson@state.mn.us</a>	4/2/2018
Proclamation frame (Contains original signed, current and past EH Week proclamations)	Nicole Hedeem, Caleb Johnson after May 2018	<a href="mailto:caleb.johnson@state.mn.us">caleb.johnson@state.mn.us</a>	4/2/2018
Time Capsule 50th Anniversary	Jessica Jutz	<a href="mailto:jjutz@BloomingtonMN.gov">jjutz@BloomingtonMN.gov</a>	3/21/2017
Wireless presenter (Logitech PowerPoint presentation clicker and pointer)	Jessica Jutz	<a href="mailto:jjutz@BloomingtonMN.gov">jjutz@BloomingtonMN.gov</a>	3/21/2017
FAS Award Plaques	Sadie Pulk, Jeff Luedeman after May 2018	<a href="mailto:james.topie@state.mn.us">james.topie@state.mn.us</a>	3/29/2018
Camera (Canon)	Lori Green	<a href="mailto:lori.green@co.ramsey.mn.us">lori.green@co.ramsey.mn.us</a>	3/30/2018
50th Anniversary Banner	Michelle Messer	<a href="mailto:michelle.messer@state.mn.us">michelle.messer@state.mn.us</a>	3/29/2018
History committee portable file box	Michelle Messer	<a href="mailto:michelle.messer@state.mn.us">michelle.messer@state.mn.us</a>	3/29/2018
Logo trademark Registration	Ryan Lee, to be transferred to new Secretary	<a href="mailto:ryan.lee@state.mn.us">ryan.lee@state.mn.us</a>	4/11/2018
USB Flash Drives (2)— Board files Secretary records	Ryan Lee, to be transferred to new Secretary	<a href="mailto:ryan.lee@state.mn.us">ryan.lee@state.mn.us</a>	4/11/2018
Articles of Incorporation	Ryan Lee, to be transferred to new Secretary	<a href="mailto:ryan.lee@state.mn.us">ryan.lee@state.mn.us</a>	4/11/2018
<b>For action or removal from inventory (5/2018)</b>			
EH in MN brochures	Jeff Brown	<a href="mailto:jbrown@edinaMN.gov">jbrown@edinaMN.gov</a>	3/29/2018
No bumper stickers remain, shall we reorder?	Caleb Johnson	<a href="mailto:caleb.johnson@state.mn.us">caleb.johnson@state.mn.us</a>	4/5/2018
MEHA pins, none remain and no plans to reorder		<a href="mailto:james.topie@state.mn.us">james.topie@state.mn.us</a>	Gone! 3/29/2018
Golf prize inventory (9 sleeves of golf balls and a driver)	Jill DeBrito	<a href="mailto:jill.debrito@state.mn.us">jill.debrito@state.mn.us</a>	Gone! 3/29/2018
MEHA Banner (old logo), shall we discard?	N/A	N/A	No Longer Used by MEHA
Past president gold bars	N/A	N/A	No Longer Used by MEHA
Laptop Computer (Dell Inspiron B130) (30 pound tank!)	Kim Carlton	<a href="mailto:kim.carlton@state.mn.us">kim.carlton@state.mn.us</a>	3/29/2018

## 2018 Annual Committee Reports

To the board, and for the MEHA members.

### Awards Committee

Respectfully Submitted by Sadie Pulk

MEHA Policy and Procedures assigns the Chair of the Awards Committee to the 2nd Past President (Sadie Pulk, Target Corporation) and requires at least two other members, with at least one other from the Board of Directors and at least one from the general membership. This year's Awards Committee was formed using the membership list with a focus on those interested in serving on the Awards Committee and included Rebecca Caulfield (FDA), Jill Johnson (Winona County) and Mike Melius (Olmsted County). Several other were contacted but could not participate in the limited timeframe. Awards nominations were solicited at MEHA's winter education conferences, through MEHA's listerv, social media accounts and website. Nominations were due on March 1, 2018. Two (2) nominations for

Emerging Professional Award for the same nominee, one (1) nominations for Merit Award, and four (4) nominations for Frank A. Staffenson Environmental Health Professional of the Year were received. The committee reviewed nominations and shared viewpoints via email. A consensus was reached to present awards in each of the three designated categories. This year's awards are scheduled for presentation on May 10, 2017 to the following recipients:

- Merit Award: [redacted]
- Emerging Professional Award: [redacted]
- Staffenson: [redacted]

The names of the recipients are protected until presentation at the annual Awards Banquet.

The President was notified the name of the 2016 Frank A. Staffenson Environmental Health Professional of the Year Award recipient to forward to the National Environmental Health Association (NEHA) for a Certificate of Merit and recognition during the NEHA Annual Education Conference. The recipient's name is also engraved on a plate and fixed to a MEHA consolidated award commemorative plaque. In addition to inscribed plaques for the MEHA awards referenced above, a Past-President Award is prepared and scheduled for presentation to Nicole Hedeon on May 11, 2018.

At the April 11, 2018 Board meeting, the MEHA Board of Directors held a nomination and vote for the Life Member Award to be presented to Del Matasovsky. The Board voted unanimously in favor and the award will be presented at MEHA's Spring Conference.

### **Conference Planning Committee**

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### **Communications Committee**

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### **Finance Committee**

Respectfully submitted by: Lisa Schreifels and Dan Disrud

Finances and financial documents have been reviewed with the Treasurer prior to each Board meeting. Records are consistently found as well maintained and account balances are accurate. Please reference the Treasurer's reports.

Committee budget requests were collected for the 2018-2019 fiscal year and a spreadsheet was compiled for Board review and consideration.

The Association is in strong financial health.

### **History Committee**

No report

### **Legislative Committee**

Respectfully submitted by Valerie Gamble and Jenni Lansing.

The legislative committee updated the legislative committee portion of the Policies and Procedures and the Strategic Direction. At the MEHA winter conference, the committee gave a short presentation on their work with a call for volunteers. In March, the committee organized a tour for MEHA members of the MN State Capitol. As the 2018 legislative session winds down, the committee is watching for legislative actions that are pertinent to MEHA. This year, the committee will put out one update upon the end of the 2018 session that will be shared with MEHA members through an e-blast communication.

### **Membership Committee**

Respectfully submitted by Karen Casale and Dan Disrud, Co-chairs

The Membership Committee consisted of Karen Casale, Dan Disrud, Nicole Hedin, Eric Freihammer, Caleb Johnson, Jesse Harmon, and Jeff Brown. Renewals are completely on line and the process seems to be going well. Fillable form applications are still available online for all membership categories. Membership is increasing. Student membership is now gratis with proof of full time student status. The legacy database is maintained to preserve membership history. The Committee recruiting activities during the year included personal contact with prospective new and lapsed members. The recruiting efforts this year resulted in seventy-nine (79) new members being accepted into the Association during the period May 12, 2017 through May 4, 2018. Eighty-six (86) members, however, have lapsed memberships. Our current membership is four hundred twelve (412); three hundred thirteen (313) active members, two (2) honorary members, two (2) lifetime member, six (6) sustaining members; seventeen (17) retired members, fifty-nine (59) student members and thirteen (13) junior members.

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

### **Nominations Committee**

Respectfully submitted by Jeff Luedeman

Ballots were electronically mailed on March 15, 2018 to all members in good standing as of February 28, 2018 in accordance with MEHA Policy and Procedures Manual, section 11.01.

The following candidates ran for these Board positions:

VP – Ryan Lee

First Year Director – Nicklaus Koreen

First Year Director – Amy Zagar

Member at Large – David Boberg

Member at Large – Rebecca Prestwood

Secretary – Jacob Neuharth

Secretary – Nicole Skatrud

The election closed on April 3, at 11:59 PM US/Central Time. Ballots received on or before that date and time were electronically counted. 187 ballots were cast of 401 electors provided the opportunity to vote. The election results were certified by Simply Voting to have been securely processed and accurately tabulated by their independently managed service. The MEHA Secretary presented the certified election results to the MEHA Board at the April board meeting.

The following MEHA members were elected as indicated:

First Year Director•	Amy Zagar
Member-at-Large •	David Boberg
Secretary•	Nicole Skatrud
Vice President •	Ryan Lee

### **Outreach Committee**

Respectfully submitted by Amy Zagar

MEHA Outreach Committee continues promote the profession of Environmental Health Specialist. On July 7, 2017 MEHA Outreach met with the Publicity and Marketing committee to plan the year's events and opportunities. As a collaborative effort we identified a few areas to focus our efforts: presence at career fairs starting with a targeted approach by reaching out to member's alma maters, re-evaluate current MEHA literature and brochures, order new MEHA swag and ensure it has our website on it. We ordered new MEHA swag including pens, koozies, lip balm and sunglasses. These items are used as giveaways at career fairs and job expos. If you have an outreach event coming up, contact Amy Zagar to obtain MEHA Swag. MEHA was represented at the Mpls STEM Expo in February 2018.

Additionally, MEHA Outreach Committee has been actively collaborating with other agencies and non-profits to provide volunteer and networking events to our members. In October 2017, MEHA Outreach hosted the Mighty Mississippi River Clean up in collaboration with MN DNR at Ft. Snelling Park and in January 2018, partnered with Open Arms for a morning of food preparation and packaging. An upcoming volunteer/ networking event is with MN Tree Trust for a Happy Hour Tree Planting on June, 7, 2018.

The MEHA Store was opened frequently throughout the year and continues to offer MEHA apparel at a reduced rate and offer a central shipping location to save members the cost of shipping.

The Outreach committee was very active helping recruit exhibitors for the NEHA Region 4/ FDA Region Conference which had 23 exhibitors. Six exhibitors are currently registered for the 2018 MEHA Spring Conference.

Finally, MEHA Outreach Committee has been increasing MEHA's presence on social media by post MEHA events and photos on Facebook and Instagram.

### **Publicity & Marketing Committee**

Respectfully submitted by Jeff brown & Jesse Harmon

By attending these fairs we are increasing awareness of MEHA and Environmental Health. By participating in these events, we also are increasing our MEHA Student Members and hopefully interest in our profession.

The events that we regularly attend are:

U of M Job & Internship Fair

Environmental Internship & Career Fair

Government & Nonprofit Career Fair

## **Registration Committee**

Respectfully submitted by: Frank Sedzielarz RS

Committee Members and Training Cadre: Chris Forslund, Frank Sedzielarz, Doug Edson, and Hannah Davis (Committee Chair).

June, 2018 will mark our 7th year of conducting RS/REHS exam study sessions in the metro area. In the current period, May '17 – April '18, we conducted 12 study sessions, 3 hours each. This worked out to monthly sessions for most months, except for September '17, when two sessions were conducted. A session was not scheduled for December '17.

We have continued to conduct study sessions at the Fridley Community Center (FCC), 6085 7th Ave., NE, in Fridley MN. We are grateful to Stephen Keeler, Adult & Youth Enrichment, Facilities & Aquatics Coordinator of Fridley Public Schools Community Education for his assistance in scheduling meeting space for our sessions. He makes every effort to schedule us into the center's fireplace room, a smaller, very comfortable space for our sessions. On May 2, 2018, the Registration Committee/MEHA made a \$150 donation to the Community Center (ISD #14) to help support the facility.

During our April '14 session we also visited a City of Fridley well and water treatment facility, located across the street from the FCC. The visit took about an hour. We wish to thank Jason Wiehle, Lead Person, Water Department, for conducting the tour and explaining the equipment.

The current Registration Committee members continue to be Hannah Davis (Chair), Chris Forslund, Doug Edson, and Frank Sedzielarz.

We will continue to conduct monthly, or more if requested, study sessions in the Metro area. Additionally, we have finished work on a DVD with our study materials for out state exam candidates and have been distributing copies. A free copy may be requested from Frank Sedzielarz at [sedz0002@umn.edu](mailto:sedz0002@umn.edu) .

## **Resolutions Committee**

Respectfully submitted by Ryan Lee and Joan Peterson:

The resolution committee met once during the past year and that the policy and procedures manual was reviewed and updates were proposed to the board. The by-laws have also been recommended for an update which will appear in the new business of the annual meeting.

## **Scholarship Committee**

## **Student Committee**

## Technology Committee

Respectfully Submitted by: Kim Carlton, Jesse Hennes, and Ryan Lee: Co-chairs

The Technology Committee is charged with coordinating the technology needs of the Association, including software and electronic information flow. The Committee maintains the following:

1. The MEHA website (<http://www.MEHAonline.org> and <http://www.MEHAonline.com>), which includes:
  - News and announcements
  - Information about MEHA and Environmental Health in general,
  - Membership materials,
  - Board of Directors and Committee Chair contact information,
  - Upcoming events, and
  - Job Postings
2. Wild Apricot service (<http://meha.wildapricot.org>), which includes:
  - Online membership renewal
  - Online conference registration
  - Mass emails to the membership, including “E-Blasts” and job postings
3. The private listserv for the Board of Directors and committee chairs which serves as the primary communication channel for the Board members and committee chairs
4. The MEHA Facebook page (<https://www.facebook.com/pages/MinnesotaEnvironmental-Health-Association/160272054003203>). The Facebook page is intended to share information, photos, links and videos among our members and others with an interest in Environmental Health.
5. The MEHA Twitter account (<https://twitter.com/MEHAOnline>)
6. Setting up electronic voting (Simply Voting <https://www.simplyvoting.com/>) for MEHA members

Activities and facts in 2017-2018 include:

1. Continuing to improve and develop the MEHA Website.
2. This year 187 of the 401 members voted in the election, ~6% increase from last years participation.
3. We use Google Analytics to track visits to the MEHA website. From May 15th, 2017 – May 7th, 2018, the MEHA website had 35,509 page views and 4,214 were for the FDA/NEHA regional conference and 3,801 views on career postings.

We received and posted over 50 job postings to the MEHA website in the past year.

**Strategic Directions:2017 – 2018 Review; 2018 – 2019 Plan**

Report on the

Minnesota Environmental Health Association

Strategic Directions:

2017 – 2018 Review

2018 – 2019 Plan

Reviewing President-Elect: Caleb Johnson



**Goal 1: Increase the visibility of the environmental health profession**

Objectives	Who?	Action Steps
Increase awareness of MEHA and what it offers.	Publicity & Marketing, Technology	<ul style="list-style-type: none"> <li>Continue updating the MEHA website to include training calendar, core strengths and values of EH. <i>Ongoing.</i></li> </ul>
	Outreach, Students, Scholarship	<ul style="list-style-type: none"> <li>Foster meaningful partnerships with other organizations including the School of Public Health at the University of Minnesota, University of Wisconsin-Eau Claire, Hamline, and Saint Catherine's University. <i>Ongoing – in 4th year of mentorship program.</i></li> <li>Raise awareness of the EH profession at career fairs. <i>On-going: Marketing / Outreach have attended career fairs, Science Fair, and other events.</i></li> <li>Organize volunteer events. <i>On-going: Biochar Mashkiiki Gitiagan Garden, Open Arms, Mississippi River clean-up, Feed my Starving Children.</i></li> <li>Promote the Mary Lauren Olson and Northstar scholarships and select qualified recipients. <i>Ongoing.</i></li> </ul>
	Legislative	<ul style="list-style-type: none"> <li>Provide government 101 training and tours of the state capital complex to increase visibility both internally and externally. <i>*New item in 2017-2018 and still in development. Tour was provided in March 2018.</i></li> </ul>
	1 <sup>st</sup> , 2 <sup>nd</sup> , and 3 <sup>rd</sup> Year Directors and Member-at-Large	<ul style="list-style-type: none"> <li>Review organizational Mission and Vision, update as necessary and post on Website. <i>Not yet initiated as of 2017-2018 review.</i></li> </ul>
Identify, Establish, and Strengthen Strategic Organizational Partnerships	Board of Directors, Outreach, Membership	<ul style="list-style-type: none"> <li>Co-Branded Conferences <i>Ongoing, MEHA/MAHCO Conference in Fall 2018.</i></li> <li>Review Dual Membership/Reciprocal Membership Opportunities with Complimentary Organizations <i>*New item*</i></li> <li>International Partnerships (NZIEH, Australia) <i>Ongoing.</i></li> <li>Trade Industry Partnerships (MN Grocers Association, Hospitality MN, etc.) <i>*New item*</i></li> </ul>

**Goal 2: Enhance the quality of a MEHA membership**

Objectives	Who?	Action Steps
Continue to provide high-quality, relevant, beneficial training to members	Conference Planning	<ul style="list-style-type: none"> <li>Provide educational opportunities including:                             <ul style="list-style-type: none"> <li>Educational Conferences</li> <li>Field Trip Trainings</li> <li>Round tables</li> <li>Poster Sessions</li> </ul> </li> </ul> <i>Ongoing.</i>
Foster and promote high standards (ethics) of members	1 <sup>st</sup> , 2 <sup>nd</sup> , and 3 <sup>rd</sup> year directors and Member-at-Large	<ul style="list-style-type: none"> <li>Review the MEHA code of ethics, modify the document if necessary, and determine how to best share with the membership. <i>*New in 2017-2018, Not yet initiated as of review*</i></li> </ul>
Provide additional services and benefits	Student Committee, All	<ul style="list-style-type: none"> <li>Coordinate Mentorship Program. <i>Ongoing.</i></li> </ul>
	Legislative	<ul style="list-style-type: none"> <li>Explore ways in which to provide information on legislative topics regarding EH interests to the MEHA Membership. <i>Ongoing.</i></li> <li>Provide legislature updates and talking point papers as requested for members. <i>Ongoing: Summary on HF1398 – Lead Protection.</i></li> <li>Provide bill tracking information to members during each legislative session. <i>*New*</i></li> </ul>
	Registration	<ul style="list-style-type: none"> <li>Provide study and training opportunities to candidates preparing for the RS/REHS exam. <i>Ongoing.</i></li> </ul>
	All	<ul style="list-style-type: none"> <li>Identify sponsorship opportunities. <i>Ongoing.</i></li> </ul>
Recognize excellence	Board of Directors, Student and/or Scholarship Committee, possibly Ad Hoc Committee as needed	<ul style="list-style-type: none"> <li>Explore expansion of scholarships and organizational stipends to support internships at agencies without resources <i>*New*</i></li> </ul>
	Board of Directors, Committees	<ul style="list-style-type: none"> <li>Pursue ideas for recognizing members for excellent service to the organization or profession. <i>Ongoing.</i></li> </ul>
Increase Board Meeting Efficiency	Board of Directors (President and Secretary)	<ul style="list-style-type: none"> <li>Provide remote attendance options for Greater MN Board Members. <i>Ongoing.</i></li> <li>Review "Consent Agenda" option for committee reports. <i>*New*</i></li> </ul>

## **Old Business**

1. No Old Business

## **New Business**

## **Adjourn**