



**MEHA Board Meeting Minutes**

**February 14<sup>th</sup> 2018 Board Meeting Agenda**  
 1800 West Old Shakopee Rd City of Bloomington.

**Call to Order**

Meeting called to order at: 11:36AM

**Quorum:** 6 of 11.

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

**Introductions – Non Board Members**

**Agenda Approval**

Sadie moves, Jeff seconds to motion to approve the agenda. The agenda is approved.

**Secretary’s Report**

Caleb moves and Ryan seconds the motion to approve the meeting minutes. The motion carries.

## **Treasurer's Report**

## **President's Report**

## **President-Elect's Report**

## **Committee Reports**

### **Awards Committee**

Respectfully submitted by Sadie Pulk

Award applications are now available online. Request for nominations was made at Winter MEHA and posted through an e-blast.

### **Conference Planning Committee**

Respectfully submitted by: Loreena Hilton

I have attached the evaluation comments from the winter conference as well as the budget summary from the conference. There is one item that we need clarified at the meeting: we were using some of the student/mentor budget to fund their registrations for the conference, but I was unsure of the exact amount we were pulling from their funds. We have also starting planning for Spring MEHA.

### **Communications Committee**

#### **Finance Committee**

Respectfully submitted by Lisa Schreifels

Finances were reviewed and everything balanced.

Discussion with Treasurer about ideas from other committees regarding investment choices beyond cd's. The Finance Committee can not recommend investment funds (mutual funds, etc.) as we are not sure of the tax implications and additional management time these would take. A simpler solution would be to consider raising conference and/or membership fees.

#### **History Committee**

#### **Legislative Committee**

Respectfully Submitted by: Jenni Lansing

The Legislative Committee gave a brief overview of their work at the 2018 Winter MEHA Conference. While we didn't receive any new volunteers, it was a great opportunity to let those in attendance know more about the work of the Legislative Committee. The Minnesota State Legislature will reconvene on February 20, 2018 at which time the Legislative Committee will begin watching for environmental health related bills to be introduced. We are also planning for additional outreach to agencies and local jurisdictions to follow any new ordinances that may be introduced.

## **Membership Committee**

Respectfully submitted by Karen Casale

After the most recent updates we have 418 members (394 when the February lapsed members are removed). Since the December board meeting we have added 17 new members (10 active members and 7 students), however 85 members lapsed June 2016 through January 31, 2018 50 active, 1 Junior, 4 retired, 29 students.

The process used for the student orientations and the career fairs seem to be going very well, issues are continuing to be addressed. I am attaching a general format to use for gratis student memberships. The code for gratis memberships should be valid for no more than 2 weeks. We still need to work on a process of student member renewals. Please emphasize the use of school email addresses for student verification.

Getting the membership to update their membership profile is a continuing problem. Fillable PDF membership applications are 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 January 31, 2018 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

The MEHA Outreach Committee hosted a volunteer event on January 13, 2018 where MEHA members prepared food for our community.

MEHA members were BUSY! Here are a few fun stats and details about some of the tasks they accomplished:

- Packaged 370 Beef and Barley soups
- Chopped 75 pounds of green beans
- Peeled 20 pounds of sweet potatoes

Follow this link to view MEHA members volunteering at Open Arms.

MEHA will also be represented at the 2018 Minneapolis STEM Expo which will be held February 21, 2018.

Upcoming volunteer opportunities include partnering with the MN Tree Trust in the spring and a River Clean up in the fall of 2018.

## **Publicity & Marketing Committee**

Respectfully Submitted by Jesse Harmon

The MEHA Marketing & Publicity Committee was represented at the 2018 Environmental Internship & Career Fair at the U of M on February 7, 2018. Thirty students provided their names and email addresses for Student Membership. Thank you to Jenni Lansing and Ryan Lee for volunteering to assist with this event.

MEHA will also be represented at the 2018 U of M Job & Internship Fair which will be held February 26, 2018. We are waiting for confirmation from volunteers who will be able to assist at this event. Nicole Hedeem and Danielle Lundorff have confirmed their interest in volunteering.

## **Registration Committee**

Respectfully submitted by: Frank Sedzielarz

The Registration Committee conducted a REHS/RS Study Session on 1/30/18 covering Epidemiological Investigations. Our next session will be on 2/20/18, and cover housing. Sessions continue to be conducted at the Fridley Community Center, in Fridley, MN.

All of the materials used in our study sessions, and study guidance, has been placed on CDs. They are available to those who cannot attend the study sessions. This is intended mainly for those exam candidates who live in out state areas. They can be requested from Frank Sedzielarz, RS, at sedz0002@umn.edu .

## **Resolutions Committee**

No resolutions submitted to the committee.

## **Scholarship Committee**

Respectfully Submitted by Heather Flueger

The Scholarship committee report is as follows:

The scholarship committee presented four awards at the winter conference:

- Northstar
  - o \$1,000 to Paige Mushinski
  - o \$500 to Mark Houle
  - o \$500 to Nikita Orndorff
- Mary Lauren Olson
  - o \$2,000 to Melanie Firestone

The scholarship committee purchased three reusable 'Giant Checks' to use for awarding the scholarships. Many attendees remarked on how they liked the 'Giant Checks'. The checks are

currently stored at the Rochester District office. If the board or other committees would like to use them please contact Heather Flueger 507-208-3096

### **Student Committee**

Respectfully submitted by Laura Suppes

The Student Committee hosted the 4th mentor program at the MEHA Winter Conference January 25, 2018. Twenty-one students and professionals participated representing two universities and five organizations. There were 9 students from UW-Eau Claire, 2 students from Hamline, 6 professionals from MDH, and 1 professional each from FDA, MDA, Washington County and the City of Minneapolis.

These numbers are consistent with past MEHA mentor programs:

2015: 10 students, 10 professionals

2016: 16 students, 16 professionals

2017: 10 students, 10 professionals

Throughout the year and until the 2019 MEHA winter conference, mentor-mentee pairs will receive emails every three months to re-start a dialogue about working in environmental health. Pairs were encouraged to make contact beyond the program's emails and meet or talk more frequently than every three months.

### **Technology Committee**

Respectfully submitted by Jesse Hennes

Attached is the website Analytics from Dec 14th-Feb 12th. The home page, career postings and conference pages continue to be the most popular links (over 50% of the website traffic).

Tech Committee was notified on Feb 6th that Wild Apricot annual fees will be increasing about 30% to \$1728 for renewals after April 3rd 2018.

Respectfully submitted Tech Committee Co-Chair.

## **Old Business**

### **New Business**

1. Refund Policy
  - a. Caleb moves to have 23.11 strike from through fee.
  - b. Replace 23.11 the committee shall establish and maintain a registration fee refund policy.
  - c. Ryan seconds the motion. The motion carries.
2. Mike Melius will be providing the Bylaws and P & P update

- a. Edit .01 to .1
  - b. Ryan moves to strike 7.3 and change junior and student membership to gratis.
  - c. 22.2 just add bylaw reference
  - d. 22.6 d add of (5 years OF experience)
  - e. 23.7 add junior members.
  - f. 25.1 eliminate position and just call it papers.
  - g. 27.3 add a d to expired
  - h. Caleb Seconds the motion. The motion carries.
3. Karen Casale wanted to discuss a possible Life Membership
    - a. Sadie moves and Ryan seconds the motion to Change 22.2 The committee may present to the board nominations for life and honorary memberships. Per by law
    - b. The motion is approved.
  4. Fall Conference location (I can share this as Michelle Messer won't be in attendance)
  5. History Committee
  6. Candidate Announcement was made by Jeff at the meeting.
  7. By Law Change for Junior Member
    - a. Tabled

Action Item: MEHA Tech committee to see if wild apricot can push notify members to update information.

## **Announcements**

1. Fall Conference will be a joint conference in Rochester. October 4<sup>th</sup> 2018 with MEHA. County Inn and Suites.
2. Rutgers Bay May 9<sup>th</sup> - 11<sup>th</sup> spring conference.
3. Friday March 16<sup>th</sup> noon to one, capital tour. Max of 35 people.
4. Budget forms for April meeting.

## **Upcoming Meetings**

April Meeting: Luncheon Meeting TBD

## **Adjourn**

Meeting Adjourned: 2:40PM