



MEHA Board Meeting Minutes

December 13th 2017

1800 West Old Shakopee Rd City of Bloomington.

Call to Order

Meeting called to order at: 11:38PM

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	Present
Second Year Director:	Jesse Harmon	Present
Third Year Director:	Valerie Gamble	Not-Present
Secretary:	Ryan Lee	Present
Treasurer:	Eric Freihammer	Present

Introductions – Non Board Members

Hannah Gross – Montana Vice President of Montana Environmental Health Association

Kim Carlton – Co-chair of Tech Committee

Karen Casale – Membership Committee

Agenda Approval

Jessica moves and Mike seconds the motion the approve the amended agenda. The motion carries.

Secretary’s Report

Caleb moves to approve the meeting minutes as amended Jessica Jutz sections the motion. The motion carries.

Treasurer's Report

-Redacted-

Jesse Harmon moves to accept and Jessica Jutz seconds the motion to accept the treasurer's report. The motion carries.

President's Report

Science Fair Upcoming.

Lake Monster contacted for the after event social area.

Thanks for welcoming students to MEHA.

Reimbursement forms put into google docs.

Past conference agenda from MEHA events.

President-Elect's Report

Mentorship Program Plug.

PNP review update

Strategic Directions update

Committee Reports

Awards Committee

Science fair awards

Conference Planning Committee

Respectfully Submitted by: Loreena Hilton, Jessica Jutz, Nick Koreen, Michelle Messer, & Tessa Whitemarsh

The Conference Planning Committee has been busy putting together the Winter Conference. It is Thursday, January 25th at the U of M's Continuing Education and Conference Center on the St. Paul Campus. We have a great lineup of speakers with topics that will interest a wide variety of attendees. We submitted a proposal to use some of the revenue from the fall NEHA/FDA conference to pay for two high caliber speakers: Bill Marler from Marler Clark law firm in Seattle and Sybil Dunlop from Green Espel law firm in Minneapolis and hope the board will consider it. The agenda for the conference is available on the MEHA website and registration is now open. Our thanks to the Technology Committee for getting these things organized. Our thanks to the Communications Committee as well for getting the word out about the conference.

Since Jessica has been elected to the board she would like to transition off of the Conference Planning Committee. She has been on the committee since 2011 and feels like it is time for some fresh faces to be involved. We are excited to announce that Loreena Hilton from Bloomington and Nick Koreen from Minneapolis have agreed to join the committee. The five of us have been planning the winter conference together as a transition so this will be Jessica's last conference she is helping plan. The spring conference is in the very capable hands of Michelle, Tessa, Loreena and Nick.

Communications Committee

Respectfully submitted by: Lori Green

I am almost finished with the MEHA newsletter and will have it posted soon.

Finance Committee

Respectfully Submitted by: Lisa Schreifels, Dan Disrud

The Finance Committee met with the Treasurer on December 12. The bank statements, disbursements and deposits were reviewed. The Treasurer will send a W-9 to one presenter due to payment amount to obtain tax number as required by IRS. Recordkeeping was excellent. The Treasurer will provide the signed report at the next meeting.

History Committee

Legislative Committee

Respectfully submitted by Jenni Lansing

PnP changes were made to the legislative committee portion of the pnp.

Caleb moves that Moves that pnp be amended to say

26.0 Legislative Committee

26.1 The Committee, when directed by the board of Directors, will act as a liaison for the Association with the State Legislature, local boards of health, county boards of commissioners, and city councils. The Committee will represent the Association as a resource for the State Legislature on environmental health issues.

26.2 The Committee will track environmental health issues in the State Legislature and will report their findings to the Association.

26.3 The Committee will inform members of the legislative process, provide them with the names of their individual Senators and Representatives upon request, and encourage them to contact their elected officials on environmental health issues.

26.4 The Committee, when directed by the Board of Directors, will prepare ~~Association position~~ papers on environmental health issues that are being considered by the State Legislature.

26.5 To be adopted by the Association, ~~position~~ papers must be approved by at least six (6) Board members, either at a meeting of the Board of Directors, or as the result of communication by telephone, fax or e-mail.

16.9 The Chair(s) of the Legislative Committee shall maintain and keep the following records:

~~Legislative Committee Position p~~Papers – 7 years then refer to History Committee

Eric seconds the motion. The motion carries.

Membership Committee

Respectfully submitted by”: Karen Casale and Dan Disrud

After the most recent updates we have 427 members (409 when the November lapsed members are removed). Since the October board meeting we have added 8 new members (8 students), however 100 members lapsed June 2016 through October 31, 2017 (53 active, 1 Junior, 3 retired,

43 students. The process used for the student orientations and the U of M career fair seem to be going very well, there are still some issues to be worked out. I 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 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 November 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

The Outreach committee is working with the Minnesota Tree Trust LLC to provide volunteer opportunities for 2018. Our next volunteer opportunity is with Open Arms on January 13. Please contact Amy Zagar at amy.zagar@hennepin.us if you would like to sign up for this volunteer event.

Publicity & Marketing Committee

Respectfully submitted by: Jeff Brown

The Marketing & Publicity Committee will be representing MEHA at the following upcoming events:

- U of M Job & Internship Fair – February 26, 2018
- Environmental Internship & Career Fair – February 7, 2018

We are seeking more volunteers to help out at these events. We will be requesting that an E-Blast is sent out with event information.

If anyone knows of an event or would like to table an event at their alma mater, contact Jeff Brown or Jesse Harmon.

We will be working on a way to streamline Student MEHA Membership Registration so that it is easier for both our Committee and the Membership Committee.

Registration Committee

Respectfully submitted by: Frank Sedzielarz

Following the Fall MDH RS/REHS exam, we did not have any exam candidates for our planned November study session, so the session was cancelled. We did not plan a December session as we have not had any requests. I (FS) will use this time to finish up the DVD with study materials for those not able to attend the sessions. We will announce a January session, date to be determined, later this month.

Resolutions Committee

Scholarship Committee

Student Committee

Respectfully Submitted by: Laura M. Suppes

The Student Committee is currently recruiting mentors and mentees for the 2018 mentor program at the winter conference. So far there are seven mentors and nine mentees from two different universities (University of Wisconsin - Eau Claire and Hamline University). Students have been recruited from public health programs at St. Catherine's, the University of Minnesota, UW - Stout, UW - Eau Claire and Hamline.

I anticipate at least 5 more students from UWEC signing up, so more professional mentors are needed. Please share this opportunity with colleagues. The deadline is 12/15, but can be extended.

Technology Committee

Respectfully submitted by: Kim Carlton, Jesse Hennes, and Ryan Lee

The Technology Committee met on Tuesday November 21st to update the Tech Committee job action sheet (minor changes were made and additional dates/duties were added). Also, discussed recruiting potential MEHA members that are interested in joining the tech committee at upcoming conferences.

Updates have been made to the website as needed, job postings are posted as received and we are coordinating with the outreach committee to reduce the number of emails being sent out.

Analytics for the website traffic are attached. Of the 3,800 page views since October 17th, the MEHA home page, careers page and conference pages are the most viewed pages.

Old Business

New Business

1. Northstar Scholarship request to add two additional \$500 Awards
 - a. Jesse Harmon moves to approve the additional awards Caleb Johnson seconds the motion to approve the additional \$500 awards. The motion carries. The motion to suspend the rules for this position was made by general consent without objection.
2. Committee Budget proposals
 - a. International Federation of Environmental Health 15th world congress Stipend
 - i. Jesse Harmon moves to approve Caleb Johnson's proposal to provide a stipend for the IEH. With the selection process to be decided. Jessica Jutz seconds the motion. The motion carries.
 - b. Allocating funds to conference speakers
 - i. Caleb moves and Mike seconds the motion to provide funds for speakers at the winter conference. The motion carries.
3. Policy and Procedures 23.12 Committee chairs conference gratis fees
4. PnP Revisions for Legislative Committee
5. Science Fair Language in the PNP

- a. Jessica Jutz Moves to add the following to the pnp.
 - b. 22.13 The awards committee may budget funds for awards as part of middle school / high school science fairs.
 - c. Jesse Harmon Seconds the motion. The motion carries.
6. Video recording service as part of the UofM winter conference discussed.

Announcements

Upcoming Meetings

February 14th 2017 Bloomington 2nd Floor Chadwick

Adjourn

Jessica Jutz Moves, Caleb seconds the motion to adjourn. The meeting is adjourned on 2:59PM.