



**MEHA Board Meeting Minutes**

**June 13<sup>th</sup>, 2018 Board Meeting Minutes**  
 1800 West Old Shakopee Rd City of Bloomington.

**Call to Order**

Meeting called to order at: 10:35am.

**Quorum:** 6 of 11.

<b>President:</b>	Caleb Johnson	<b>Present</b>
<b>First Past President:</b>	Nicole Hedeem	<b>Present</b>
<b>Second Past President:</b>	Jeff Luedeman	<b>Not Present</b>
<b>Vice President:</b>	Ryan Lee	<b>Present</b>
<b>President-Elect:</b>	Mike Melius	<b>Present</b>
<b>Member at Large:</b>	David Boberg	<b>Present</b>
<b>First Year Director:</b>	Amy Zagar	<b>Not Present</b>
<b>Second Year Director:</b>	Jessica Jutz	<b>Not Present</b>
<b>Third Year Director:</b>	Jesse Harmon	<b>Not Present</b>
<b>Secretary:</b>	Nicole Skatrud	<b>Present</b>
<b>Treasurer:</b>	Eric Freihammer	<b>Present</b>

**Introductions – Non Board Members**

- Michelle Messer, MDH
- Nick Koreen, City of Minneapolis
- Karen Casale, Membership Committee

**Agenda Approval**

David moves to adopt the agenda, Mike seconds. Motion carries.

**Secretary’s Report**

April meeting minutes approved as edited.

## **Treasurer's Report**

Eric gave an overview of the budget.

## **President's Report**

Caleb will be attending the AEC conference and presenting for MEHA.

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

Mike is working on the strategic direction document.

## **Committee Reports**

### **Awards Committee**

### **Conference Planning Committee**

Respectfully submitted by: Loreena Hilton, Michelle Messer, Nick Koreen, and Tessa Whitemarsh

Spring Conference was held on May 10-11<sup>th</sup>, 2018 at Ruttger's Bay Lake Lodge in Deerwood, MN. There was a total of 159 attendees and 7 exhibitors. Net profit of the conference was \$1,263.89. A summary of the evaluation comments and the registration budget will be provided at the board meeting.

Fall conference is scheduled for Thursday, October 4<sup>th</sup> from 7:30am- 4:00pm. It will be held at the Wood Lake Meeting Center at 210 Woodlake Dr. Rochester, MN 55904. 45 hotel rooms are secured at the Country Inn and Suites in Rochester. Early bird registration deadline will be September 21<sup>st</sup>, 2018. Early bird registration rates will be \$70 for members and \$90 for non-members. Regular registration rates (after September 21<sup>st</sup>) will be \$85 for members and \$105 for non-members. There will be a happy hour networking event taking place Wednesday October 3<sup>rd</sup> at Whistle Binkies at 247 Woodlake Dr. in Rochester for attendees. We are currently working with members of MAHCO (Minnesota Association of Housing Code Officials) to secure speakers for the conference.

### **Communications Committee**

### **Finance Committee**

Respectfully submitted by: Lisa Schreifels and Dan Disrud.

Finances were reviewed with the Treasurer on 6/7/18.

Financial documents were found well maintained and the account balances are accurate.

Arrangements will be made in the near future for paid assistance to a qualified 3<sup>rd</sup> party for review of finances and preparation of tax forms

## **History Committee**

### **Legislative Committee**

Respectfully submitted by: Val Gamble and Jenni Lansing

The Legislative Committee met on June 12<sup>th</sup>, 2018 to discuss the 2018 Regular Session. We are working on drafting a review of the session to share with MEHA members. The 2018 new, amended, and repealed laws and statutes are not yet available on the MN State Revisor website, but as soon as they are, we will compile the review and have it posted on the website and sent through an e-blast.

We have received interest in the committee from two members and have reached out to them for their assistance. We are looking into hosting a Government 101 training for this fall and will discuss timing and location with the Board and conference planning committee.

### **Membership Committee**

Respectfully submitted by: Karen Casale & Dan Disrud

After the most recent updates we have 408 members (404 when the May lapsed members are removed). Since the April board meeting we have added 4 new members (3 active members and 1 student), however 89 members lapsed June 2017 through April 30, 2018 39 active, 1 Junior, 3 retired, 46 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. A code will no longer be necessary for student memberships since the fee has been reduced to gratis. We will still need to ask for full-time student verification if a school email address is not used. 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, 2017 and April 30, 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 Outreach Committee has some exciting news. Introducing Holly Batchelor the new MEHA Outreach committee co-chair.

The Outreach Committee had another successful networking/ outreach event continuing the 'MEHA Volunteers' for 2018. On June 7, 2018 we assembled at Hidden Falls Regional Park and partnered with Tree Trust to help plant 100 trees.

The MEHA store closed on June 7th and will reopen during our next conference.

### **Marketing and Publicity Committee**

Respectfully submitted by: Jesse Harmon

No activity since last meeting

### **Registration Committee**

Respectfully submitted by: Frank Sedzielarz

On 5/22/18 the Registration Committee conducted a RS/REHS study session on the sanitary survey of water sources and treatment/distribution facilities (part 2) at the Fridley Community Center(FCC). Our next session is scheduled for 6/12/18 and will cover vector control. As the FCC is now closed for construction/remodeling work, the 6/12 session will be conducted a few blocks away at the Fridley Branch of the Anoka County Library, 410 Mississippi Ave., in Fridley.

### **Resolutions Committee**

### **Scholarship Committee**

Respectfully submitted by: Heather Flueger, Amy Saupe, and Nick Koreen

Spring Conference was a huge success in many ways including raising money for our scholarship funds. Revenue was generated from multiple sources over the conference including annual golf tournament, beanbag tournament, the raffle, and a portion of vendor registration. The golf tournament generated \$400.06 while the bags tournament generated \$702.25. This was a banner year for the prize raffle as it generated \$2603. These three events combined for \$3705.31 of scholarship growth.

The scholarship committee is in support of a resolution that is to be presented at the June 13<sup>th</sup> board meeting that would not make a golf course part of the mandate for the location of the spring conference. P and P language modifications are being presented at the June 13<sup>th</sup> board meeting to reflect this and update the language in general.

The scholarship committee will also be presenting a proposal to form a subcommittee to research additional long-term financial investment options. Research was conducted last year on the Michigan Environmental Health Association strategy as a model and the MN college savings plan as an option to grow the scholarship fund independently of another university endowment. Expertise from other committees and members such as finance and secretary are needed to clarify and interpret potential tax implications.

The scholarship committee will also be proposing exploring the possibility of forming a separate 501(c)(3) to help facilitate participation in the MN college savings plan and to increase the ability for outside organizations to donate to MEHA for fundraising efforts.

## Student Committee

Respectfully submitted by: Laura Suppes

No activity since last meeting.

## Technology Committee

Respectfully submitted by: Kim, Carlton, Jesse Hennes, Ryan Lee, Casey Kipping and Sofia Walsh

After many years of service, Kim Carlton has resigned from the Technology Committee. Her expertise and vast knowledge will be missed.

The Committee has been working on maintaining and updating the website and streamlining the process for receiving bounce back emails and out of office messages that result from e-blasts.

Website analytics for the time period of May 12-June 11<sup>th</sup> are attached.

Casey Kipping and Sofia Walsh have recently joined the Technology Committee.

## Old Business

- Business cards to give out at career fairs/conferences with MEHAs contact and membership information.

## New Business

- New Member Orientation
  - Google drive -- Caleb will send email addresses to new members
- Scholarship Committee Golf Discussion
  - Required by the P and P to have a golf tournament
  - Remove language specific to golf tournament and raise money in an idea that works best for the committee
  - No action taken
- 2019 Spring Conference Location Discussion
  - Ryan moves to have Ruttger's Bay Lodge as the next location for the MEHA spring conference, Nicole seconds. Motion carries.
- Consent Agenda Format for August Meeting
  - All committee reports and board reports all rolled into a single item...board reviews prior to a meeting.
- Google Drive and Document Cleanup
  - Mike, Caleb, and Nicole – clean up google drive.
- P and P language modifications
  - Nick proposed a change to the scholarship committee section of the P and P.
  - Change dates to match the change of the winter conference and bring changes to next meeting.
- Creation of subcommittee to evaluation long term financial investment strategies
  - Eric and Nick are the new co-chairs of the new financial investment committee.
  - David motions for the new committee, Caleb seconds. Motion carries.
- Legislative committee --legislative training 101
  - Unlikely for training to occur before/after/during fall conference.
- Membership dues
  - Increase membership due from \$35 to \$40 for active members and \$10 to \$15 for retired members.

- Ryan motions to increase membership dues, Eric seconds. Motion carries.

## **Announcements**

## **Upcoming Meetings**

Next board meeting: August 8<sup>th</sup> from 10:30-2:30

## **Adjourn**

Caleb moves to adjourn at 1:52pm. David seconds. Motion carries.