



MEHA Board Meeting Minutes

August 8th, 2018 Board Meeting Agenda
1800 West Old Shakopee Rd City of Bloomington.

Call to Order

Meeting called to order at: 10:34AM

Quorum: 6 of 11.

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

Introductions – Non Board Members

Karen Casale - Membership Committee
Lisa Schreifels - Finance Committee
Lorenna Hilton - Conference Planning Committee
Holly Batchelor – City of Minneapolis

Agenda Approval

Nicole Hedeem makes a motion to approve agenda and David seconds. Motion carries.

Treasurer's Report

-Redacted-

Board Member/Committee Reports

Secretary's Report

Respectfully submitted by: Nicole Skatrud

Update P and P on the google drive.

Presidents Report

Respectfully submitted by Caleb Johnson:

MEHA PRESIDENT'S REPORT FOR THE AUGUST 8 BOARD MEETING

This is the first meeting where we will be approving the committee reports, secretary/president/president-elect reports, and last meeting minutes as part of a consent agenda (the treasurer's report will still be reviewed during the meeting separately). Below are my updates since the last board meeting. Remember, any board member has the right to request additional discussion during the meeting on something found in the consent agenda reports. Please take the time to review these reports in case there is something you wish to discuss during the meeting.

WAHCity in Bloomington

Just a reminder that MEHA has promoted the upcoming video stream site in Bloomington at the Great Wolf Lodge as part of the upcoming World Aquatic Health Conference (WAHC). The promotion is through posting the information on our website and via the e-blast. MEHA will be provided with \$50/attendee that signs up for WAHCity using the discount code which also gets the attendee a \$50 discount on WAHCity registration. This is a low effort-no cost partnership that hopefully produces some unexpected revenue for the association.

Upcoming Scholarship Trustee Appointment

According to the P&P and current board member duty calendar, the MEHA President needs to appoint a first year scholarship trustee at the start of September. If anyone has any comments they would like to provide about the Scholarship Committee and/or recommendations for the 2018-2019 trustee appointment, please follow up with me by August 17.

NEHA AEC

The 2018 NEHA AEC was held in Anaheim, CA from June 24-June 28 and partnered with HUD. Caleb Johnson (President), Mike Melius (President-elect), and Rebecca Prestwood (MEHA stipend recipient) attended the AEC as official MEHA dignitaries. Caleb and Mike attended the affiliate president's workshop and caucus on June 24 and June 25 respectively and had productive interactions with our fellow affiliate leaders. The educational sessions at the conference were good and provided some ideas for future MEHA conferences. MEHA's upcoming Fall Conference will be similar in format to the NEHA AEC conference as we are partnering with the Minnesota Association of Housing Code Officials. The hospitality event hosted by the MEHA president was attended by approximately 15 Minnesotans (and 1 Cheesehead) and was a great opportunity to connect with some MN EH professionals who are not currently MEHA members (the WI person also comment on how they wished WEHA would do something similar and they were impressed by the MN connectivity). At the conclusion of the AEC, former MEHA President, Kim Carlton, was officially welcomed to the NEHA board as NEHA Region 4 Vice President to replace outgoing Region 4 VP and former MEHA President, Sharon Smith; thank you to Sharon and congrats to Kim.

Fall Conference in Rochester on October 4

Just a reminder that the MEHA Fall Conference will be held at the Wood Lake Meeting Center in Rochester, MN on October 4 and is being hosted in partnership with MAHCO. A group rate for lodging rooms has been secured at the nearby Country Inn and Suites for \$99/night. Information will be posted on the MEHA website in the near future as well as a link to registration and room reservations. Many thanks to the Conference Committee (Michelle Messer, Nick Koreen, Loreena Hilton, and Tessa Whitemarsh) for their work organizing the upcoming conference.

Upcoming Paternity Leave

My wife and I are expecting our first child around the middle of September. I planning on taking paternity leave sometime around late October or early November and will be out of the office for approximately six weeks. I will be occasionally checking the president.meha@gmail.com email address to take care of MEHA business as time allows and distractions from a crying newborn dictate. I plan to be at the Fall MEHA Conference on October 4 in Rochester.

Finance Committee to have Preliminary Meeting with CPA in St. Cloud:

The Finance Committee will be using \$160 from the operations budget to pay for a preliminary meeting a CPA in St. Cloud to discuss accounting for FY2017. This was an abnormal year for MEHA finances because of the increased revenues from the FDA/NEHA 4 Fall Conference in Minneapolis and a PayPal error resulting the MEHA Treasurer having unexpected correspondence with the IRS. Finance Committee and/or Treasurer to provide additional information when available.

MEHA Board Member Duty Calendar

Caleb will be meeting with President-Elect Mike Melius and First Past President Nicole Hedeon on August 13 to review the Board Member Job Duty Calendar on the MEHA Google Drive. The objective of the meeting will be to verify that dates on the calendar are still correct and reflect what the board should be doing throughout the year. If any other board members or committee members would like to attend the meeting please reach out to me before or at the August 8 board meeting.

President-Elect's Report

Respectfully submitted by: Mike Melius

No activity since last meeting.

Awards Committee

Respectfully submitted by: Jeff Luedeman

No activity since last meeting.

Conference Planning Committee

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

Fall conference is scheduled for Thursday, October 4th 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 21st, 2018. Early bird registration rates will be \$70 for members and \$90 for non-members. Regular registration rates (after September 21st) will be \$85 for members and \$105 for non-members. There will be a happy hour networking event taking place Wednesday October 3rd 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. So far we have speakers lined up from the University of Minnesota to talk about radon and risks to

infants from manganese in drinking water, and Val Gamble with MDA will present on the new FDA produce rule.

Communications Committee

Respectfully submitted by: Lori Green

No activity since last meeting.

Finance Committee

History Committee

Legislative Committee

Respectfully submitted by: Jenni Lansing and Valerie Gamble

The legislative committee met on June 12th but the Bill and Act Summaries were not yet available on the MN Legislature website. The committee is scheduled to meet again on August 13th to write a summary of the 2017-2018 legislative session and details about how MEHA members can sign up for ongoing legislative updates from various agencies.

Marketing and Publicity Committee

Respectfully submitted by: Jesse Harmon

The MEHA Marketing & Publicity Committee has recently registered for the U of M Government & Nonprofit Career Fair. This event is being held in October 19, 2018.

We will be looking for volunteers to help with this event.

Membership Committee

Respectfully submitted by: Karen Casale and Dan Disrud

After the most recent updates we have 406 members (402 when the July lapsed members are removed). Since the June board meeting we have added 2 new members (2 students), however 96 members lapsed June 2017 through July 31, 2018 46 active, 1 Junior, 2 retired, 45 students and 2 sustaining.

The process used for the student orientations and the career fairs seems to be going very well with minor improvements to the signup process. A code will no longer be necessary for student memberships since the fee has been reduced to gratis. Full-time student verification is still needed when a school email address is not used. MEHA business cards will be distributed at outreach events that provide instructions for student membership application. A new procedure for tracking student recruiting will be developed. Please continue to 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 with the new membership fees are available on the MEHA website in addition to online membership.

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

Respectfully submitted by: Nicole Hedeem

No activity since last meeting

Outreach Committee

Respectfully submitted by: Amy Zagar

No activity since last meeting.

Registration Committee

Respectfully submitted by: Frank Sedzielarz

We conducted an RS/REHS study session on 7/24/18, covering Radiation and Biotechnology, at the Columbia Heights, MN library. We will conduct a session on Disaster Sanitation on 8/14/18 at the Mississippi Branch Library, in Fridley, MN. The 8/14 study session will be scheduled for 10am to 1pm.

We are conducting the study sessions at the libraries because the Fridley Community Center is undergoing renovations. We expect to return to the FCC in September.

Resolutions Committee

Scholarship Committee

Respectfully submitted by: Heather Flueger

- Per Scholarship Job Action Sheet:
 - Mary Lauren Olson account summary
 - **Total Balance: 55,852.62**
 - **Available (i.e. "spendable") balance: \$2,002.67**
 - **2018-2019 Disbursement: TBD**
 - **Contributions in FY19 (July 1, 2018- June 30, 2019): \$650 (Thank you, MEHA!)**
 - **Investment Return FY19 to date: \$0**

- U of M School of Public Health Student Orientation is Wednesday August 29th
- Committee submitted update to the Policy and Procedure manual for scholarship information. Update accepted by board
- Board approved a sub-committee to evaluate long term financial options for growth of scholarship funds

Student Committee

Technology Committee

Respectfully submitted by: Ryan Lee

No activity since last meeting.

Old Business

- MEHA business cards for table events
 - Cards would be for students at fairs
 - Join MEHA and student membership is “No cost”. Order by August.
 - Intent is to get rid of the list and email from the business card.
 - Goal is to keep track of how many cards are sent out.

New Business

- Use of operations budget for tax prep.
 - Motion: Nicole Hedeem motions to use operations budget for tax prep. And Jessica seconds. Motion carries.
- Committees: Reports, Expectations, Members/Recruiting, and Board Member Committee Liaison Assignments
 - Review committee assignment sheet.
 - Work with committees to make sure they get in report. See if they need assistants.
- Sustaining Membership campaign
 - Interest in members to reach out to businesses and exhibitors.
- Conference for Food Protection 2022
 - Revision for FDA model food code. MDA & MDH – agree on how to vote.
 - Helping with local accommodations with committee. Help with registration and “runners”
 - Motion: no interest in helping. Caleb makes motion and Jessica seconds to decline request.
- Scholarship trustee calendar year
 - Change from September 1st to April/May.
 - June 1st – 1st official meeting for new person. Announce at the June board meeting.
 - Effective July 1st. Commencing in 2019. July 1st as of 2019. Voting electronic or at board meeting.

Announcements

- Lori Green would like any articles for the newsletter by September 7th.
- Amy- Keep MEHA store open for 2 to 3 weeks.
- Social media presence. Volunteers? Other local agencies?
- Channel one food shelf for volunteer event? For fall conference.

Upcoming Meetings

Adjourn

Jessica motions and Amy seconds to adjourn at 11:55am.