



**MEHA Board Meeting Minutes**

**February 20<sup>th</sup>, 2019 Board Meeting Agenda**  
 2785 White Bear Ave N., Maplewood, MN 55109

**Call to Order**

Meeting called to order at 10:34AM

**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>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>Present</b>
<b>Second Year Director:</b>	Jessica Jutz	<b>Present</b>
<b>Third Year Director:</b>	Jesse Harmon	<b>Present</b>
<b>Secretary:</b>	Nicole Skatrud	<b>Not Present</b>
<b>Treasurer:</b>	Eric Freihammer	<b>Present</b>

**Introductions – Non Board Members**

Denise Schumacher  
 Karen Casale  
 Lisa Schreifels

**Agenda Approval**

Jessica moves to approve the agenda, Caleb Seconds the motion. The motion carries.

Nicole H. moves and David B. Seconds the motion to approve the consent agenda. The motion carries.

**Treasurer’s Report**

Redacted

## **Board Member/Committee Reports**

### **Secretary's Report**

Respectfully submitted by: Nicole Skatrud

Review of December meeting minutes.

### **Presidents Report**

Respectfully submitted by: Caleb Johnson

### **Updates since the last board meeting**

- Winter Conference was Cancelled
- Board Duty Schedule updated regarding scholarship trustee recruitment
- MEHA acronym trademark renewed

### **Upcoming opportunities**

- Need tabling event volunteers, see Jesse Harmon
- Need science fair award judges, priority to Saturday, March 30; 2<sup>nd</sup> priority to Sunday, March 31. See Amy Saupe
- Large turnout expected for Spring Conference due to Winter cancellation

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

Respectfully submitted by: Mike Melius

Contacted Committees and updated Job Action Sheets. Tracked on spreadsheet. Fifteen total JASs reviewed. Nine updated, however awaiting response from 1 Committee and 2 Committee's in process of updates.

Made contacts with 21 lapsed members on renewing membership. Coordinated contacts with Membership Committee Chair. Files and folders related to Committee JASs cleaned up and old files move to historical folders.

Coordinated conference call (on 1-9-2019) with Jonna Ashley of NEHA, MEHA Legislative Committee members, and Board Vice President to discuss options for Legislative Committee presentation at 2019 NEHA AEC Affiliate Workshop. MEHA group reviewing and considering if/how best to present information at the Affiliate Leadership Workshop scheduled for Monday July 8<sup>th</sup> 1:00 – 5:00. The MEHA group explained the Committee focuses on action related to information, education, and coordination. If presentation is made, there is interest in: How long MEHA has had 501c6 status, why this was obtained, and overview of advocacy or lobbying ability and actions MEHA chooses to take. Plan to respond to Jonna after February MEHA Board meeting. Response requested by end of March so NEHA can finalize the Affiliate Workshop Agenda.

### **Awards Committee**

### **Conference Planning Committee**

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

Unfortunately due to extremely cold weather, our annual Winter Conference scheduled for Thursday, January 31<sup>st</sup>, 2019 was cancelled. The University of Minnesota waived any cancellation fees. The only cost incurred was for name badge supplies (\$86.01) which can be used for future

conferences. A handful of the speakers have already agreed to speak at our spring conference in May.

Tessa Whitmarsh recently stepped down from the conference planning committee due to new work obligations. However, Logan Ebeling with City of Minneapolis is interested in joining the committee. He will be on our scheduled conference call on Friday February 22<sup>nd</sup>, in which we will discuss planning for the Spring Conference. Spring conference will take place May 9<sup>th</sup> and 10<sup>th</sup> at Ruttger's Bay Lake Lodge in Deerwood, MN.

## **Communications Committee**

### **Finance Committee**

Respectfully submitted by: Lisa Schreifels

Due to snow, the finance committee meeting was rescheduled twice. The next meeting is scheduled for Tuesday, February 19 to go over the by monthly financial statement prior to the board meeting. The treasurer will present the review.

### **History Committee**

### **Legislative Committee**

### **Marketing and Publicity Committee**

Respectfully submitted by: Jesse Harmon and Jeff Brown

Ryan Miller and Jesse Harmon from Brown-Nicollet Environmental Health represented MEHA at the U of M Environmental Career Fair on February 6, 2019. Twenty seven students provided their email addresses for Membership sign-up and a follow-up email has been sent.

MEHA will be represented at the U of M Job & Internship Fair on February 22, 2019. As of today, Julia Selleys, Peggy Spadafore, and Zamzam Abdirahman have volunteered to represent MEHA.

### **Membership Committee**

Respectfully submitted by: Karen Casale and Dan Disrud

After the most recent updates we have 435 members (419 when the January lapsed members are removed). Since the December meeting, we have added 24 new members (9 active and 15 students), however 97 members lapsed January 1, 2018 through January 31, 2019 41 active, 5 retired, 47 students 1 Junior and 3 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. The students will still need to sign a sheet indicating interest, so adequate follow up can be accomplished. A new procedure for tracking student recruiting will be developed. Please continue to emphasize the use of school email addresses for student verification.

The need for an annual membership list will be discussed at the next board meeting. 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 January 1, 2018 and January 31, 2019 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

I have been busy securing candidates for the MEHA ballot. I reached out to several people in regards to open positions and we have a great list of candidates who will be running for Member-at-Large, First Year Director, Secretary, and Vice President! I'm excited to see how the voting goes.

### **Outreach Committee**

### **Registration Committee**

Respectfully submitted by: Frank Sedzielarz

The Registration Committee conducted a RS/REHS exam study session on February 5th, 2019. We have additional study sessions planned for March 13th (Water, part 2), March 27th (wastewater), and April 10th (Pest Management and Biohazards). All sessions are being held at the Fridley Community Center in Fridley, MN.

Hannah Davis, RS, has stepped down as Registration Committee Chair. We appreciate the fine work Hannah has done while on the committee. I, Frank Sedzielarz, am willing to act as Committee Chair until a replacement is found.

We would like to begin a search for new committee members, especially experienced EH professionals who can lead our study sessions. I would like to repeat here part of what I wrote in a 2/7/19 email, to MEHA President Elect Michael Melius, as it describes where the committee is currently at:

"Chris Forslund and I have been on the committee for about ten years now. Doug Edson has been on the committee for over six years. The main activity of the committee has been RS/REHS study sessions for exam candidates, which we have been doing since 2010. The sessions have, and continue to be, conducted usually monthly, and sometimes twice a month, each lasting about 3 hours. Each session usually covers a single topic/program, taken from the various 15 areas (food safety, OSHA, Radiation, Water and Wastewater, etc.) covered on the exam. Each session requires preparation on our part. We have been doing this for a long time.

I spoke with Doug Edson on Tuesday last. We agreed that we would like to hand this committee and its activities off to the next generation of EH professionals. We will continue to lend a hand in conducting the study sessions. While Chris has served primarily in an administrative role on the committee, and sometimes trainer, I suspect we can persuade him to continue in a

supporting/advisory role. I can again act as Chair for a time, or if the spirit moves Chris or Doug, they might be persuaded to act on at least a temporary basis, until new leadership can be found.

Hannah Davis was an early participant in the study sessions while she studied for the exam. She later joined the committee and participated in conducting study sessions for new exam candidates, and eventually agreed to be chair. She was a great addition to our team, but we understand the demands of her new position at MDA preclude her continued participation. I hope her situation changes in the future, allowing her to again participate. She would be great in a leadership role."

We hope to begin our search for new members soon and request that the Membership Committee provide us with a list of members who have expressed an interest in committee work. We also request that a notice be placed in a future MEHA Eblast news bulletin.

### **Resolutions Committee**

### **Scholarship Committee**

Respectfully submitted by: Amy Saupe

- 1) Current committee members
  - i. Amy Saupe (3<sup>rd</sup> year – committee chair)
  - ii. Nick Koreen (2<sup>nd</sup> year)
  - iii. Julia Selleys (1<sup>st</sup> year)
  
- 2) The Mary Lauren Olson scholarship was awarded to two University of Minnesota School of Public Health, Environmental Health graduate students who were highly recommended by Dr. Elizabeth Wattenberg the university's review committee.
  - a. Mateo Frumholtz (\$1,500)
  - b. Valeria Guidolin (\$1,500)
  
- 3) NorthStar scholarship applications closed on December 31; 10 complete applications from four different schools were received. Thanks to the generosity of MEHA members during fundraising activities last year, we were able to award a total of \$3000 among three winners (a grand winner and two finalists):
  - a. Alexandra Larson – UW Eau Claire -- (\$1,500)
  - b. Marali Singaraju – University of Minnesota, Twin Cities -- (\$750)
  - c. Zachary Zirnhelt – UW Eau Claire -- (\$750)
  
- 4) Due to the weather-related cancellation of the Winter Conference, checks and certificates will be mailed to the winners. We are also working out logistics for inviting the winners to the Spring Conference for an awards presentation.
  
- 5) Planning has commenced for scholarship fundraising activities at the Spring conference.

### **Student Committee**

Respectfully submitted by: Laura Suppes

The Student Committee connected mentors and mentees by email after the MEHA Winter Conference was cancelled. Twelve professionals and 13 students participated this year. Three schools and seven professional organization were represented.

## Technology Committee

Respectfully submitted by: Ryan Lee

The Technology committee had updated the job action sheet. We had several in person meeting scheduled that were canceled due a string of bad weather. We continue to maintain job postings, the website, and wild apricot.

Wild Apricot is pushing a new pricing scheme for their service that is ties to their payment system. We will work with Eric in order to determine the best way of moving forward.

## Old Business

### New Business

- Winter Conference Cancellation
  - Was cancelled
- MEHA Trademark Update
  - Updated MEHA trademark with secretary of state.
- NEHA AEC 2019 Stipend discussion
  - Board is in favor of continuing this.
- Scholarship Trustee Recruitment and Appointment duties update
  - Discussed.
- Awards Committee formation
- Mission Statement review by Directors
  - Discus at April meeting
- Presentation of the candidates for the MEHA ballot
  - Nicole presented a list of nominees.  
Mike moved and Jessica seconded the motion for the list.
- Transition of Registration Committee Members/Leadership
- By-law and P&P changes from the Resolution Committee and Vice President meeting
- Reminder: April Meeting is President's Luncheon and Budget approvals.
- Tech Committee to research membership list in wild Apricot.

## Announcements

### Upcoming Meetings

### Adjourn

Nicole moves to adjourn, Caleb seconds, the motion carries. The meeting adjourns a 11:53 AM