



MEHA Board Meeting Minutes

October 10th, 2018 Board Meeting Minutes
 1800 West Old Shakopee Rd City of Bloomington.

Call to Order

Meeting called to order at 10:30am

Quorum: 6 of 11.

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

Introductions – Non Board Members

- Lorenna Hilton -Conference Planning Committee
- Nick Koreen - Scholarship Committee
- Holly Batchelor – City of Minneapolis
- Karen Casale – Membership Committee

Agenda Approval

Jessica makes a motion to approve the agenda, Amy seconds. Motion passes.

Treasurer’s Report

-Redacted-

Board Member/Committee Reports

Secretary's Report

Respectfully submitted by: Nicole Skatrud

Approval of last meetings minutes

Electronic Motion: Appoint Julia Selleys (Hennepin County) as the new 1st year trustee effective September 1, 2018; and allow the Scholarship Committee to provide the Board of Directors with an official proposed revision to the appointment date described in P&P section 34.1 at the October board meeting. Motion approved.

Presidents Report

Respectfully submitted by: Caleb Johnson

President's Report:

Informational:

- Board Duty Schedule document has been updated in the google drive. Find it here in the drive: MEHAMain\àOrientation Manual\à2018-2019\àBoard Duty Schedule.docx
- MEHA Received two MN Wild tickets to the 9/26/18 game for promotion of the "Salute to Scrubs Night". MEHA President and 1st Past President randomly selected a MEHA committee/board member from our list of committee/board contacts. Jim Topie was first selected but unable to attend. Eric Freihammer was selected next and able to use the tickets. Congrats Eric!
- "Strategic Directions" will be added as a standing New Business item to meeting agendas and discussion will be led by President-Elect. Meeting agenda items will also be identified when they are related to fulfilling the Strategic Directions.
- I worked the EcoExperience at the MN State Fair

Reminders:

- New scholarship trustee is Julia Selleys (Hennepin County), please welcome her when you see her next!
- Meetings now using consent agenda, please review and ask for discussion on any items you feel need to be discussed!

Kudos to the following committees:

- Membership and Scholarship for the large amount of new student members from the U of MN SPH Orientation
- Publicity/Marketing for tabling at the U of MN Career Fair
- Communications for recent e-blasts and Fall newsletter

President-Elect's Report

Respectfully submitted by: Mike Melius

No activity to report since the last meeting.

Awards Committee

Conference Planning Committee

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

Fall conference is scheduled for this 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. We currently have around 104 attendees registered thus far. There will be a happy hour networking event taking place Wednesday October 3rd at Whistle Binkies at 247 Woodlake Dr. in Rochester for attendees. After fall conference is over, we will provide an evaluation summary and budget summary to the board.

Communications Committee

Respectfully submitted by: Lori Green

I am currently working on the fall issue of the MEHA newsletter and will publish it after the conference in Rochester on October 4, 2018.

Please sent any items of interest and people news (awards, births, weddings, job changes) to me ASAP.

Finance Committee

Respectfully submitted by: Dan Disrud, Lisa Schreifels and Eric Freihammer

We would like to propose that MEHA join the Minnesota Council of Nonprofits (MCN) with annual membership dues of \$50. Membership dues can be funded through the operations budget of MEHA. If approved, this would then be requested as a future budgeted item.

The Minnesota Council of Nonprofits has several benefits that would benefit MEHA including relevant trainings and networking that occurs throughout the state. MEHA Board and Committee members should find many of the trainings helpful and relevant. Specifically, the Finance Committee is interested in the financial trainings. Although most of the MCN members are 501c(3) organizations, some are also 501c(6) professional organizations such as MEHA.

Their website is <http://www.minnesotanonprofits.org> There are currently over 2,200 members.

The Treasurer's bimonthly financial report was reviewed on October 8 and will presented at the board meeting by the Treasurer. No discrepancies were noted. By request, a new item on the report is a PayPal fee total.

The 2017-8 tax form was electronically submitted to the IRS. Having a CPA complete the form was a tremendous help.

The CPA also has provided the Treasurer with a written response to questions posed regarding expansive fundraising and the impact on MEHA. This will be presented to the board by the Treasurer.

History Committee

Legislative Committee

Marketing and Publicity Committee

Respectfully submitted by: Jesse Harmon and Jeff Brown

MEHA will have a table at the University of MN Government and Non-Profit Career Fair on Friday October 20, from 10 a.m. to 3 p.m. at Coffman Memorial Union on the U of M-Twin Cities Campus. We are still looking for volunteers to help table this event, so let us know if you are interested or know of someone who might be interested.

This is the schedule for this event:

- 9:00 a.m. to 10:00 a.m. Exhibitor set up. Coffee and pastries provided.

- 10:00 a.m. to 3:00 p.m.

Students visit employers at exhibit tables.

- 11:30 a.m.

Lunch will be provided for up to two reps. You may purchase additional lunches for \$10 each if you are bringing additional reps.

- 3:00 p.m.

Fair closes.

Membership Committee

Respectfully submitted by: Karen Casale and Dan Disrud

After the most recent updates we have 421 members (403 when the September lapsed members are removed). Since the August board meeting we have added 25 new members (7 active and 18 students), however 54 members lapsed January 1, 2018 through August 31, 2018 29 active, 2 retired, 20 students 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. 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 January 1, 2018 and August 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 to report since last meeting.

Outreach Committee

Registration Committee

Respectfully submitted by: Frank Sedzielarz

Summer construction at the Fridley Community Center is completed, and we are again conducting our study sessions at that location.

We conducted two sessions in September, on 9/11 and 9/25/18, covering Solid and Hazardous Wastes. We have one session scheduled in October, on 10/16/18, covering Administration, and Rules and Regulations.

Resolutions Committee

Scholarship Committee

Respectfully submitted by: Amy Saupe, Nick Koreen, and Julia Selleys

The following Scholarship Committee activities took place since the last board meeting:

- 1) Julia Selleys (Hennepin County) joined the scholarship committee on September 1, replacing outgoing committee chair Heather Flueger.
 - a. Current scholarship committee members:
 - i. Amy Saupe (3rd year – committee chair)
 - ii. Nick Koreen (2nd year)
 - iii. Julia Selleys (1st year)
- 2) The annual U of M School of Public Health Environmental Health graduate student orientation took place on August 29 at the U of M Bruinink's Hall. Nick Koreen attended and presented on MEHA benefits for students (including membership, mentorship, and scholarships).
 - a. As of October 7, 17 student attendees had joined MEHA as new members, and 6 renewed existing memberships
- 3) Amy Saupe and Julia Selleys met with Anna Burgason Dirksen, a development officer at the U of M School of Public Health regarding administration of the MLO scholarship on September 6, 2018. Recent changes to the P & P affecting the MLO scholarship were discussed, and Anna will be sending additional information on how other scholarships at SPH are administered (most are administered directly by the U of M).
- 4) The MLO scholarship award will be \$2000 this year; the fund balances as of June 30, 2018 are a total balance of \$55,852.62 and an available balance of \$2,002.67.
- 5) We have at least \$3,000 of funds raised at the 2018 Spring Conference to use for Northstar scholarship awards. We will also be confirming with the treasurer at the October 10 board meeting what other funds are available in the scholarship committee budget, and whether any can be carried over.
- 6) The scholarship timeline planned for this year was Nov 1 – Jan 31 to hopefully increase our applicant pool by leaving applications open over the winter break. However, if the Winter Conference is re-instated for end of January 2019, we will revise that timeline to have applications for Northstar due January 15, and MLO applications due on the U of M's timeline (depending on how fast their committee can review prior to the conference). We will be readying announcements and other materials for distribution by October 15, and applications opening by November 1 at the latest.

Student Committee

Technology Committee

Respectfully submitted by: Ryan Lee, Sophia Walsh, and Casey Kipping

Members of the Technology Committee met on 9/12 to discuss upcoming changes to the MEHA website. The current web host for the MEHA webpage will be implementing upgrades with their platform. As a result, pages will be migrated to a new format. As pages are converted, we may be reaching out to committees about their respective pages, or to proof-read to ensure that the migration to a new format was successful.

Old Business

New Business

- MEHA Student Membership Status for members who are employed full-time.
 - Memberships will stay the same unless they change the membership status, but they will need to pay full registration fee.
 - Motion: Caleb makes a motion to edit the P and P language in 23.7. Jessica seconds motion. Motion passes.
- MEHA Membership Conference Rate for another NEHA Region 4 affiliate president's.
 - Save for discussion later.
- Discussion on MEHA Fall/Winter Conferences for 2019.
 - Conferences will be held in January and May.
 - Motion: Nicole makes a motion to have the 2019 one-day conference in January instead of October. David seconds the motion. Motion passes.
- Strategic Directions
 - Mike reviewed the strategic direction and will update the document to be reviewed at the annual meeting.
- Review of MEHA Mission and Vision
 - There will be a meeting with the directors and members at large to update the mission goals.
 - Motion: Caleb makes a motion to update the mission goals, Eric seconds. Motion passes.
- Membership in Minnesota Council of Nonprofits
 - Motion: Caleb makes a motion to use \$50 from the operations budget for Eric to sign up for nonprofit group. David seconds. Motion passes.
- Scholarship committee P and P language revision
 - Motion: Caleb motions to accept the scholarship committee changes, Amy seconds. Motion passes.
 - Motion: Caleb makes a motion that the scholarship committee budget be amended to reflect \$3000 separate from the MLO funds to be used for Northstar. Amy seconds. Motion passes.
- Free membership for board members and committee chairs
 - Motion: Caleb motions to deny gratis membership, Mike seconds. Motion passes.

Announcements

Upcoming Meetings

Adjourn

Amy motions and David seconds motion to adjourn meeting. Meeting adjourn: 12:57pm.