

MINNESOTA
ENVIRONMENTAL
HEALTH
ASSOCIATION



ANNUAL REPORTS
2018 – 2019

Order of Business of the Annual Meeting

- a. Meeting Called to Order
- b. Roll Call of Officers and Directors
- c. Secretary's Report
 1. Approval of Last Annual Meeting Minutes
- d. Treasurer's Report
 1. Approval of Annual Treasurer's Report
- e. Reports of Committees
- f. Report on Strategic Direction
- g. Unfinished Business – None
- h. Outgoing President's Address
- i. Presentation of Gavel to Incoming President
- j. Incoming President's Address
- k. Presentation of Past President Award and Gold Bar to Outgoing President
- l. Report of Election
- m. New Business
 1. Bylaw Revision (See Resolutions Committee Report)
- n. Adjournment

The mission of the Minnesota Environmental Health Association is to enhance and maintain environmental and public health throughout the state by providing professional development to its members and information to the community.

Annual Committee Reports 2018-2019

Awards Committee

Respectfully submitted by: Jeff Luedeman

MEHA Policy and Procedures assigns the Chair of the Awards Committee to the 2nd Past President and requires at least two other members, with at least one other from the Board of Directors and at least one from the general membership. This year's Awards Committee consisted of Angie Cyr, Jessica Jutz, and Jeff Luedeman.

Award nominations were solicited through electronic news bulletins and the MEHA website. Nominations were due on March 1, 2019, but the deadline was extended to March 8 due in part to the cancelation of the winter conference. Three (3) nominations for two (2) members were received for the Frank A. Staffenson Environmental Health Professional of the Year Award; No (0) nominations were received for the Emerging Professional Award, and one (1) nomination for three (3) members was received for the Merit Award.

The committee met by Skype on March 22, 2019 to review and discuss the nominations. A consensus was reached to present awards in each of the two designated categories. This year's awards are scheduled for presentation on May 9, 2019 to the following members:

Frank A. Staffenson Environmental Health Professional of the Year Award to: [redacted]
Merit Award to: [redacted], [redacted], and [redacted]

The names of the recipients are protected until presentation at the annual Awards Banquet. The name of the 2019 Frank A. Staffenson Environmental Health Professional of the Year Award recipient is forwarded to the National Environmental Health Association (NEHA) for a Certificate of Merit and recognition during the NEHA Annual Education Conference. The recipient's name is also engraved on a plate and fixed to a MEHA consolidated award commemorative plaque.

In addition to inscribed plaques for the MEHA awards referenced above, a Past-President Award is prepared and scheduled for presentation to Caleb Johnson on May 10, 2019.

Conference Planning Committee

Respectfully submitted by: Lorenna Hilton, Nick Koreen, Michelle Messer, and Logan Ebeling

The 2018 Spring Conference was held May 10th-11th at Ruttger's Bay Lake Lodge in Deerwood, MN. There were 159 attendees. The registration and vendor fees collected equaled \$12,060.00. The expenses were \$10,796.11. There was a net profit of \$1,263.89 on the conference.

The 2018 Fall Conference was a joint conference between MEHA and the Minnesota Association of Housing Code Officials (MAHCO). It took place October 4th at the Wood Lake Meeting Center in Rochester, MN. There were 105 attendees. The registration fees collected equaled \$6,917.00. The expenses were \$6,042.41. The net profit of the conference was \$874.59. We received positive feedback for combining the MAHCO/MEHA fall conferences.

The 2019 Winter Conference was scheduled for January 31st. The conference was cancelled due to severe cold weather temperatures throughout the state. We had spent \$86.01 for new nametag supplies. Registrants were refunded through Wild Apricot.

The 2019 Spring Conference is scheduled for May 9-10th at Ruttger's Bay Lake Lodge in Deerwood, MN. Agenda, registration links, and lodging links have all been placed on the website.

Communications Committee

Respectfully submitted by: Angie Cyr, Lori Green, and Jim Topie

The Communication Committee members are:

Lori Green, co-chair

Angie Cyr, co-chair

Jim Topie, Member

33 E-blast newsletters were sent out from May 1, 2018 through April 10, 2019.

The committee published two newsletters online. It has become difficult to find news to include in the full newsletters due to the E-blast newsletters that are being sent out. The committee discussed discontinuing doing the full newsletters with the MEHA Board on April 10, 2019. The Board recommended continuing to publish the two full newsletters each year with content to include the President's Message, photos from MEHA events, member updates, calendar of events, annual election candidate biographies, Sustaining Member advertisements along with any other content that the co-chairs feel is appropriate.

Finance Committee

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

The Finance Committee members are:

Dan Disrud, co-chair

Lisa Schreifels, co-chair

Eric Freihammer, Treasurer

The committee continues to meet every other month to review the bimonthly Treasurer's reports prior to each board meeting.

In 2018-19 the committee requested funds from the board to meet with a CPA firm for financial guidance and tax preparation assistance. The assistance was very helpful and is recommended to continue.

This year the committee also recommended that MEHA join the MN Council of Nonprofits which offers a variety of networking and training opportunities to MEHA board and committee members. That membership is now active.

In March, all MEHA committees were sent updated budget sheets to complete their requests for 2019-20. All MEHA committees submitted budgets on time before the April board meeting earning many smile emojis on the budget summary sheet.

The Treasurer has been actively recruiting a successor and the Finance Committee always would welcome new members to join us.

History Committee

Respectfully submitted by: Michael DeMars, Melanie Firestone, and Nicole Hedeon

Co-Chairs: Melanie Firestone and Michael DeMars

The History Committee is in the process of scanning annual budgets, annual meeting minutes (since 2008) and annual membership lists.

Michael is in the process of cutting and editing interviews with long-time MEHA members into a video to show during the 2019 spring conference.

Because of the type of useable content, the video is turning out to be more of a marketing and outreach video than a historical tool.

Legislative Committee

Respectfully submitted by: Valerie Gamble, Jenni Lansing, and Denise Schumacher

The Legislative Committee members are:

Valerie Gamble, co-chair

Jenni Lansing, co-chair

Denise Schumacher, member

The legislative committee compiled and released an annual legislative report in the summer of 2018, following the end of session. The committee has been tracking a subset of bills during the 2019 session related to environmental health, and intends to provide another summary for members following the end of the 2019 session. The committee assisted with a legislative panel for the winter conference, which unfortunately was canceled due to weather. Jenni Lansing is scheduled to attend NEHA and will co-present with President Mike Melius this summer on the status of MEHA as a 501.c6 organization and current activities of the legislative committee.

Marketing and Publicity Committee

Respectfully submitted by: Jeff Brown and Jesse Harmon

The Marketing & Publicity Committee continues to develop ways to actively market to the community and current professionals to increase awareness of MEHA and build collaboration between MEHA professionals and the community.

One of the main ways we have tried to raise awareness of MEHA is by attending career and internship fairs. Some of our most recent career/internship fairs have included:

- Environmental Internship & Career Fair – University of Minnesota
- University of Minnesota Job & Internship Fair – Minneapolis Convention Center
- Government & Nonprofit Career Fair – University of Minnesota

These events have been well attended by students and the feedback we have received from the volunteers who have helped out at these events has been positive. Thank you to all the volunteers who have helped make these events work.

We hope to get involved with more events throughout Minnesota and are always open to new ideas. We have been requesting that alumni from colleges contact our committee if they are interested in representing MEHA at their alma mater.

Membership Committee

Respectfully submitted by: Karen Casale and Dan Disrud

The Membership Committee consisted of Karen Casale, Dan Disrud, Caleb Johnson, Eric Freihammer, Mike Melius, Nicole Hedeem, and Jesse Harmon.

Renewals are completely on line and the process seems to be going well. Fillable form applications are still available online for all membership categories. Membership is increasing. Student membership is now gratis with proof of full-time student status. The legacy database is maintained to preserve membership history.

The Committee recruiting activities during the year included personal contact with prospective new and lapsed members. The recruiting efforts this year resulted in sixty-seven (67) new members being accepted into the Association during the period May 5, 2018 through May 1, 2019. Seventy-one (71) members, however, have lapsed memberships. Our current membership is four hundred twenty-five (425); three hundred fourteen (314) active members, two (2) honorary members, three (2) lifetime member, four (4) sustaining members; nineteen (19) retired members, seventy-one (71) student members and thirteen (13) junior members.

We wish to express our personal thanks to all who assisted in the membership recruiting efforts and to the Committee members.

Nominations Committee

Respectfully submitted by: Nicole Hedeem

We had an excellent group of candidates on the 2019 MEHA ballot.

Ballots were electronically mailed to the membership on March 18, 2019.

The following candidates were on the 2019 ballot:

Member-at-Large

Nate Kelley
Patrick Kuisle
James Noyola

First Year Director

David Boberg

Denise Schumacher

Vice President

Lisa Schreifels
Sagar Chowdhury

Secretary

Nicole Skatrud

The election closed on April 9, at 11:59 PM US/Central Time. Ballots received on or before that date and time were electronically counted. A total of 410 electors were provided the opportunity to vote, and 200 (48.8%) ballots were cast. The 1st Past President presented the certified election results to the MEHA Board at the April 10, 2019 meeting.

The following MEHA members were elected as indicated:

Vice President

Lisa Schreifels

First Year Director

Denise Schumacher

Member-at-Large

Patrick Kuisle

Secretary

Nicole Skatrud

Outreach Committee

Respectfully submitted by: Amy Zagar and Holly Batchelor

The Outreach Committee continues to organize community partnerships with non- profit organizations, other environmental health agencies and recruit partners/ venders for Spring MEHA Conferences.

During the 2018 Spring MEHA Conference, we hosted seven venders.

On June 7, 2018-, MEHA Volunteers collaborated with over 50 volunteers, the MN Tree Trust, and helped plant over a hundred trees in Hidden Falls Park Regional Park.

MEHA Outreach continues to build recognition and branding of MEHA through opening the MEHA Store during different MEHA events to offer MEHA apparel at a discounted price to MEHA Members.

MEHA Outreach has been very active on social media, reposting other Environmental Health events, news and highlighting other agencies. MEHA's Facebook posts have also been reposted, shared and liked but other affiliate associations across the nation.

MEHA Outreach is always accepting new volunteers and ideas for outreach events, creating volunteer experiences and networking. We plan to build our collaboration network for 2019 and offer new volunteer opportunities.

Registration Committee

Respectfully submitted by: Doug Edson, Chris Forslund, and Frank Sedzielaz

Committee Members and Training Cadre: Chris Forslund, Doug Edson, and Frank Sedzielarz (Acting Chair)

In the current period, April '18 – May '19, we conducted 13 study sessions, 3 hours each. Most were monthly except for two each in August, September, and March. There were no sessions in December or January as there were no candidates requesting a session. In our February and March sessions we were able to include outstate candidates in our sessions, on-line, via Zoom.us . Additionally, we have finished work on a DVD with our study materials for out state exam candidates and have distributed several copies.

We have continued to conduct study sessions at the Fridley Community Center (FCC), 6085 7th Ave., NE, in Fridley MN. An exception was July and August '18 when the FCC was undergoing renovations. Our sessions were then held at the Columbia Heights Library (7/24 & 8/28/18), and the Fridley Mississippi Branch Library (8/14/18). We are grateful to the staff of Fridley Public Schools Community Education for their assistance in scheduling meeting space for most of our sessions and use of the facility equipment. On April 2, 2019, the Registration Committee/MEHA made a \$125 donation to the Community Center (ISD #14) to help support the facility.

We are approaching our 8th year of conducting RS/REHS exam study sessions in the metro area. In early planning, securing the Board's approval for the study sessions as a Registration Committee Activity, and assembling study materials, we have been working on this project for over nine years. In our February, 2019, report to the Board we outline our thoughts on finding new volunteers for the committee who could take over the study sessions. We requested that a notice be placed in the MEHA Eblast news bulletin requesting volunteers. We have not had a response.

In mid-March I took a fall on the ice and severely damaged my knee. I will be having surgery tomorrow (4/3/19) and expect to be on my back or with limited mobility, for a time. As Doug and Chris will not be available we will be cancelling a planned 4/10/19 study session. We may be forced to suspend future sessions for a time until a "plan B" can be developed. This again points up the need to find additional help, especially if the Board and MEHA membership would like to see the study sessions continue.

The current Registration Committee members continue to be Chris Forslund, Doug Edson, and Frank Sedzielarz.

Resolutions Committee

Respectfully submitted by: Ryan Lee and Nicole Skatrud

The Resolutions committee met to review the policy and procedure in 1/24/19. We did not find any substantive issues but did make a few grammatical recommendations to the board of directors for their approval. These were presented at the February meeting.

By – Law Change:

ARTICLE V - Officers and Directors

Section 1. The Officers of this Corporation shall be: President, President-Elect, Vice President, Secretary, and Treasurer. These officers shall serve for a term of one year, or until successors have been duly elected or appointed. Only **Active eligible** Members who are in good standing ~~may are eligible to~~ become Officers

Section 2. The President-Elect shall automatically assume the Office of President, when that office is vacated, and the Vice President shall automatically assume the Office of President Elect when that office is vacated. In the event of a vacancy in the office of Vice President before six months of that office's term has expired, it shall be filled by nomination as described in the Corporation Policy and Procedure manual. Any Vice President so elected shall succeed to the offices of President-Elect and President as described above. Should a vacancy in the office of Vice President occur on or after six months of the term has expired, the President shall appoint a member to hold that office for the remainder of the term, subject to Board approval. At the next Annual Election, both the offices of Vice President and President-Elect shall be filled. At that time, the appointee shall be eligible to run for either Vice President or President-Elect. In the event of any other office or Board vacancy, the President shall appoint a member to serve for the remainder of the term, subject to Board approval.

Section 3. The President who completes his/her term of office, being the immediate Past President, continues serving on the Board for two years as 1st Past President and then 2nd Past President.

Section 4. **Active eligible** members who are in good standing ~~are may eligible to~~ become a Director who is elected to a three-year term, one to be elected each year.

Section 5. One **Active eligible** member, who is in good standing ~~may eligible to~~ become a Member at Large, and is elected for a one-year term.

Section 6. The eleven voting members of the Board of Directors shall consist of: President, President-Elect, Vice President, Secretary, Treasurer, two Past Presidents, Member at Large, and three Directors. The President of the Student Minnesota Environmental Health Association, and any officer of the National Environmental Health Association or the Student National Environmental Health Association and who is a member of the corporation shall be an ex-officio member of the Board of Directors.

Section 7. Officers and Directors shall be elected by a majority of the votes cast by qualified voting members in good standing by mail ballot as per the Policy and Procedure Manual with the exception of the Treasurer who is appointed by the President with approval of the Board of Directors.

Section 8. Eligible members are active, retired, and lifetime members.

Scholarship Committee

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

2018 Scholarship Awards:

- Mary Lauren Olson Memorial Scholarship (MLO)
 1. Two \$1,000 MLO scholarships were awarded in 2018/2019
 - Valeria Guidolin is a doctoral student in the Environmental Health Program at the University of Minnesota School of Public Health.

- Mateo Frumholz is a Masters student in the Environmental Health Program at the University of Minnesota School of Public Health.
 - 2. MLO fund balance
 - The MLO fund balance as of June 30, 2018 was a total balance of **\$49,960**, and available balance of approximately **\$2,000**.
 - Due to a previously unknown University of Minnesota policy stipulating that students who receive the U of M's Regent's Scholarship are not eligible to receive any other scholarships, one of the MLO awardees was not able to receive funds directly from the MLO endowment. The University corrected their internal procedures for the future, and language will be added to the MLO announcement for next year. **\$1,000** is available outside of the endowment that can be awarded in 2019/2010.
- Northstar Scholarship
 1. Three Northstar scholarship totaling \$3,000 were awarded in 2018/2019
 - Alexandra Larson (\$1,500) is an undergraduate student from the Environmental and Public Health program at the University of Wisconsin Eau Claire
 - Marali Singaraju (\$750) is an undergraduate student majoring in psychology with minors in public health and sociology at the University of Minnesota
 - Zachary Zirnhelt (\$750) is an undergraduate student from the Environmental and Public Health program at the University of Wisconsin Eau Claire
- Presentation of awards
 1. Due to the weather-related cancellation of the Winter Conference, checks (Northstar) and certificates were mailed, and the recipients were invited to attend the Spring Conference gratis.

Committee Personnel Changes:

- Julia Selleys joined the Scholarship Committee effective September 2018 to replace Heather Flueger.

Policies and Procedures Changes:

- In 2018, several changes to the MEHA P&P were proposed by the Scholarship Committee and approved by the board.
 - Term for trustees: moved the term for scholarship trustees to a Spring to Spring cycle (rather than terms starting and ending in September). This allows the incoming President to appoint a new trustee at the Spring conference, and trustees will not change over during the fall scholarship season.
 - Awards presentation: to allow for more flexibility in extending scholarship deadlines and due to the proposed cancellation of Winter Conference, awards may be presented at any upcoming MEHA conference.
 - Fundraising: flexibility was added so that scholarship funds can be raised through a variety of methods and benefit any of MEHA's scholarships

- Language: some language was clarified, and the requirement for a study plan was removed

Fundraising Activities at the 2018 Spring Conference:

Golf Tourney	\$400.06
Bean Bag Tourney	\$702.25
Raffle	\$2,603.00
TOTAL	\$3,705.31

*odd amounts due to Paypal fees on credit/debit transactions

Investment in MLO: \$650.06

Investment in Northstar: \$3,055.25

Scholarship Committee:

- 2018-2019 Scholarship Committee:
 - Amy Saupe (Chair, 3rd year member)
 - Nicholas Koreen (2nd year member)
 - Julia Selleys (1st year member).
- Due to the scholarship trustee term changes, Amy Saupe will remain the committee chair until Spring Conference 2020, when Nick Koreen will take over as Chair. (Historically, Amy's term would have ended in September 2019.)

Student Committee

No Report

Technology Committee

Respectfully submitted by: Jesse Hennes and Ryan Lee

The Technology Committee is charged with developing and maintaining the technology needs of the Association, including web pages, online services, and social media accounts. The MEHA website (<http://www.MEHAonline.org> and <http://www.MEHAonline.com>) provides members and the public with news, announcements, information about MEHA and Environmental Health, membership materials, information and the election platform for the Board of Directors and Committee Chair, contact information, conference pages, upcoming events, and job postings. The Wild Apricot service (<http://meha.wildapricot.org>) is used for online membership renewals, online conference registration, and mass emails to the membership, including weekly "E-Blasts." The private listserv serves as the primary communication channel for the Board members and committee chair. The MEHA Facebook page (<https://www.facebook.com/pages/Minnesota-Environmental-Health-Association/160272054003203>) and MEHA Twitter account (<https://twitter.com/MEHAOnline>) provides, photos, links and videos to members the public, and promotes the activities of the organization and the field of Environmental Health.

Results from Google Analytics showed that the most visited page from July 1st, 2018, to April 1st, 2019, was the Careers page, with 3,239 views. Other popular pages included the Winter and Spring

Conference pages. Total page views under the mehaonline.org domain were 27501, a small decrease from the same period last year. During the same time period, 27 job listings were received and posted on the website. For the 2019 Board of Directors, 200 votes were received from a possible 410 elector votes, for a total of 49% participation in the voting process, the highest voting turnout from the past four years.

In 2018 and 2019 we gained two new members. Casey Kipping, from Washington county and Sophia Walsh from MDH. Jesse Hennes is stepping down this year as well and we thank him for his years of service to the committee.