



MEHA Board Meeting Minutes

April 10th, 2019 Board Meeting Agenda
 2785 White Bear Ave N., Maplewood, MN 55109

Call to Order

Meeting called to order at 10:39am

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	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

Nick Koreen
 Karen Casale
 Angie Cyr
 Dan Disrud
 Loreena Hilton
 Holly Batchelor

Agenda Approval

Motion to approve Jessica motions and David seconds. Motion passes.

Treasurer's Report

-redacted-

Board Member/Committee Reports

Secretary's Report

Respectfully submitted by: Nicole Skatrud

Review of February meeting minutes.

Presidents Report

Respectfully submitted by: Caleb Johnson

Upcoming business items of note include the MEHA Spring Conference, NEHA Region 4 Conference in Omaha, and continued partnership opportunities with MAHCO for 2019.

It has been an honor and a privilege to serve the association in the role of President for the past year. It is impossible to overstate how grateful I am for the dedicated committee and board members that have worked on various projects throughout 2018-2019. I'm especially thankful for Nicole Hedeem for leaving the association in such good shape when I transitioned into the role of President and for Mike Melius who has been tremendous as President-Elect and is well prepared to take over as MEHA President at the annual meeting on May 10, 2019. I also want to thank Eric Freihammer for his dedication and great work as association Treasurer, he has been a stable and invaluable board member for several years and will be irreplaceable.

During my term as President I sent 64 welcome letters to new MEHA members, observed a number of fresh faces join committees, collaborated with other state affiliate and professional association leaders, and oversaw the first Winter Conference cancellation in many years. My year as President has been an enriching experience for me. I'm looking forward to taking on the role of First Past President in May and watching this organization continue to thrive under fresh leadership.

President-Elect's Report

Awards Committee

Conference Planning Committee

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

We are busy preparing for the annual Spring Conference taking place May 9th and 10th, 2019 at Ruttger's Bay Lake Lodge in Deerwood, MN. All speakers for the agenda have been confirmed and a draft agenda has been posted to the website, along with the link to book lodging at Ruttger's. Registration through Wild Apricot is live; early bird registration will end on Thursday, April 25th. We will be planning to do evaluations of the conference through Survey Monkey this year, instead of offering paper evaluations.

The evening of Wednesday May 8th, there will be a BBQ dinner on the west deck, weather permitting. Hospitality Cabin will be Cabin number 621. We will be asking board members to help serve as moderators for the conference. We are hoping to have around 7 moderators if possible.

Communications Committee

Finance Committee

Respectfully submitted by: Lisa Schreifels

The finance committee has been working on the 2019-20 budget. Forms were updated and budget requests were sent to all committees. Impressive and timely responses were received and a budget proposal will be presented at the April meeting. The bimonthly review of the finances will also be presented. Our annual report is in the works.

History Committee

Legislative Committee

Marketing and Publicity Committee

Respectfully submitted by: Jesse Harmon and Jeff Brown

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

43 students provided their email addresses for student membership. The follow-up email just went out recently, so we'll see if we have interest.

Membership Committee

Respectfully submitted by: Karen Casale and Dan Disrud

After the most recent updates we have 421 members (410 when the March lapsed members are removed). Since the February meeting, we have added 5 new members (2 active and 3 students), however 100 members lapsed January 1, 2018 through February 28, 2019 41 active, 5 retired, 50 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 discussion regarding the need for an annual membership list will continue. 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 February 28, 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

We have an excellent group of candidates for the MEHA ballot. Bios and photos were gathered from each candidate and were sent to Lori Green to be included in the spring newsletter. I coordinated with Lori and the Tech committee to ensure both the newsletter and electronic ballots were sent out at the same time to the membership. Voting opened on March 18 and will close at the end of the day on April 9. I will announce the new board members during the April Board Meeting. The list of candidates is provided below.

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

Outreach Committee

Registration Committee

Respectfully submitted by: Frank Sedzielarz

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: Nicole Skatrud and Ryan Lee

We propose the following by law change to comply with the request sent by Caleb Johnson.

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 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 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, is 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: Amy Saupe, Nick Koreen, Julia Selleys

- 1) Respectfully submitted by current committee members:
 - i. Amy Saupe (3rd year – committee chair)
 - ii. Nick Koreen (2nd year)
 - iii. Julia Selleys (1st year)

- 2) Due to the weather-related cancellation of the Winter Conference, checks and certificates were mailed to the three NorthStar scholarship winners
 - a. We are also working out logistics for inviting the winners to the Spring Conference for an awards presentation.

- 3) Planning has commenced for scholarship fundraising activities at the Spring conference. Current planned fundraiser activities include:
 - a. Golf tournament – Wednesday afternoon
 - b. Bean bag toss/cornhole tournament – Thursday evening
 - c. Trivia – Thursday night

Student Committee

Respectfully submitted by: Laura Suppes

No activity since last meeting.

Technology Committee

Respectfully submitted by: Sophia Walsh

The technology committee met on March 6. Items that were reviewed at the meeting:

- Budget for Fiscal Year April 1, 2019 – March 31, 2020 created
- Issues with Job Postings submissions repaired (Ryan)
- Priority webpage updates
 - Student pages: Casey
 - Conference pages: Sophia
 - 404 page HTML: Ryan

Old Business

New Business

- 2019-2020 Budget Discussion
 - Motion to add \$2,500 to conference planning budget. Jessica makes motion, Amy seconds. Motion approved.
 - Motion to approve the 2019-2020 budget. Mike makes a motion, Dave seconds. Motion approved.
- Director Review Project
 - Motion to approve new mission statement. Caleb makes a motion, Nicole seconds. Motion approved.
- Membership Committee P&P Change
 - Delete mailing labels for membership P&P change
 - Jess makes motion to approve P&P change. Nicole seconds. Motion approved.
- Direction of MEHA Newsletter
 - Move letter to once a year.
- Life Membership
 - Extend life membership to Sharon Klein. Jessica makes motion and Nicole seconds. Motion approved.
- Spring Conference Exhibitor Discussion
 - Pay fees to attend conference.
- Registration Committee Transition
 - Contact David or Mike if interested.
- Resolution Committee By-Law Change
 - 3 months before annual meeting
 - Proposed addition to add under#7 to promote an atmosphere that is inclusive and equitable to all members.
 - Approved.
- Election Results
 - **Member-at-Large**
 - Patrick Kuisle
 - **First Year Director**
 - Denise Schumacher
 - **Vice President**
 - Lisa Schreifels
 - **Secretary**
 - Nicole Skatrud
- Motion for conference date. January 30th an 23rd for back up date. Nicole motions and Eric seconds. Motion approved.

Announcements

Upcoming Meetings

Adjourn

Caleb motions to adjourn. Jess seconds. Meeting adjourned at 1:45pm.