



MEHA Board Meeting Minutes

June 20th, 2019 Board Meeting Agenda

Ramsey County Plato Building – Glass Room - 90 Plato Blvd W, St. Paul, MN.

Call to Order

Meeting called to order at 10:32am

Quorum: 6 of 11.

President:	Mike Melius	Present
First Past President:	Caleb Johnson	Present
Second Past President:	Nicole Hedeem	Present
Vice President:	Lisa Schreifels	Present
President-Elect:	Ryan Lee	Present
Member at Large:	Patrick Kuisle	Present
First Year Director:	Denise Schumacher	Present
Second Year Director:	Amy Zagar	Present
Third Year Director:	Jessica Jutz	Present
Secretary:	Nicole Skatrud	Present
Treasurer:	Eric Freihammer	Present

Introductions – Non Board Members

Sagar Chowdhury
 Karen Casale
 Frank Sedzielarz
 Chris Forslund
 Michelle Messer
 Angie Cyr

Agenda Approval

Amy makes a motion to approve the agenda and Lisa seconds the motion. Motion approved.

Treasurer's Report

- Redacted -

Board Member/Committee Reports

Secretary's Report

Respectfully submitted by: Nicole Skatrud

Review of April meeting minutes

Presidents Report

Respectfully submitted by: Mike Melius

Sent welcome letters to 2 new Student Members.

Continued research of historical basis for MEHA's 501c6 status, and drafted slides for NEHA presentation at AEC Affiliate Workshop w/ Jenni Lansing. Continue to explore historical basis with long-standing and retired members (insight from Ryan Lee!).

Communication with Registration Committee and potential new members / Chair(s). Item for June Board Meeting.

Began updates to 2019-2020 files for the Board's folder on MEHA Google drive, including proposed meeting dates for this coming year.

Contacted by "Colorado Integrated Food Safety Center of Excellence" to request circulation of survey on core FBI Outbreak competencies from EH professionals. Board to be consulted as potential e-Blast. "... from **environmental health professionals and local-level epidemiologists who investigate foodborne or enteric disease outbreaks ...**"

Solicited as a Board Member of MEHA to consider offering a basket to raise funds for Nebraska EHA (NEHA) at the September 25 / 26 Region IV Conference in Omaha, NE. Board requested to consider offering a basket. Consideration of attendance.

Confirmed NEHA receipt of Affiliate Certificate of Merit for Tony Georgeson issued by Caleb in Mid-May. I updated the Board Duty Schedule to reflect incoming President to be responsible for making the nomination to NEHA after the Spring MEHA Conference, including the order of action to follow May - April cycle. Tony will be honored during the NEHA Award Ceremony on Thursday July 11th 5-6 PM. A certificate will be mailed to Tony from NEHA prior to the AEC.

President-Elect's Report

Awards Committee

Respectfully submitted by: Nicole Hedeem

Tony Georgeson's name has been submitted to NEHA for the NEHA Merit Award. Tony was the recipient of the 2019 Frank A. Staffenson Award

Conference Planning Committee

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

Spring Conference was held on May 9-10th, 2019 at Ruttger's Bay Lake Lodge in Deerwood, MN. There was a total of 150 attendees and 3 exhibitors. Net profit of the conference was \$3,820.43. A summary of the evaluation comments and the registration budget will be provided at the board meeting.

Region 4 NEHA Fall Conference will be held September 25-26th in Omaha, Nebraska. Early bird registration (\$150) ends August 25th.

The link for the final spring conference survey results is [here](#).

Communications Committee

Finance Committee

History Committee

Legislative Committee

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

The legislative session has wrapped up and the committee is working on an end of session report to be shared with MEHA members, covering environmental health related bills that were passed.

Marketing and Publicity Committee

Respectfully submitted by: Jesse Harmon and Jeff Brown

There has been no activity since the last board meeting.

The Marketing and Publicity Committee will be registering for the 2019 Government & Nonprofit Career Fair. The Government & Nonprofit Career Fair will be held on Friday, November 1, 2019. This event is held at the Coffman Great Hall at Coffman Memorial Union Building on the U of M Twin Cities Campus. Registration opens July 1, 2019.

We will be looking for volunteers to table this event.

Membership Committee

Respectfully submitted by: Karen Casale and Dan Disrud

After the most recent updates we have 413 members (409 when the May lapsed members are removed). Since the April meeting, we have added 7 new members (2 active and 5 students), however 84 members lapsed June 1, 2018 through May 31, 2019 33 active, 5 retired, 40 students 2 sustaining and 4 Junior.

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 June 1, 2018 and May 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

Outreach Committee

Registration Committee

Respectfully submitted by: Frank Sedzielarz

The Registration Committee does not have any current activity to report.

We expect to have at least one committee member attend the board meeting to discuss the future of the RS/REHS exam preparation study sessions.

Scholarship Committee

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

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

- 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) The following activities took place at the Spring Conference (Rutger's Bay Lake Lodge: May 9 – 10)
 - a. Due to cancellation of the Winter Conference, all five (3 Northstar, 2 MLO) scholarship winners were invited to attend the Spring Conference with gratis conference registration.
 - i. Mateo Frumholz, one of the MLO scholarship winners this year, was able to attend the conference and awards presentation on Thursday, May 9. The board and conference committee approved gratis conference registration, meals, and lodging for Mateo.
 - b. Scholarship winners were read at the Thursday evening awards dinner, and a certificate was presented to Mateo, who was in attendance.
 - c. Fundraisers for scholarships included Wednesday afternoon golf, Thursday evening bean bag tournament, Thursday evening trivia contest, Thursday prize raffle, and ½

of vendor fees. A total of \$2,284.51 was raised for MEHA scholarships. Breakdown is as follows:

i.

<u>Activity/Event</u>	<u>Proceeds</u>
Trivia	\$150.00
Raffle	\$1,061.00
Bean Bag Tournament	\$607.70
Golf	\$290.81
1/2 Vendor Fees	\$175.00
TOTAL	\$2,284.51
Northstar	\$2,175.00
MLO	\$109.51

3) Current and future planned scholarship committee activities:

- a. Exploring possible options for 501 c (3) status for scholarships
 - i. Need to submit quarterly documents – what would be the time commitment for this?
- b. Create an MOU with the University of Minnesota regarding the MLO scholarship and expected roles
- c. Obtain fund balance from MLO endowment in July

Student Committee

Technology Committee

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

The Board of Directors page has been updated (<https://mehaonline.org/board-of-directors/>). If you are a new member on the Board of Directors, please review your information and send any corrections and updated information and photos to a member of the technology committee. The committee is looking into options for wild apricot price changes, and increasing web site security to avoid phishing attacks.

Old Business

New Business

- Communication with Registration Committee and potential new members /chair(s).
 - David, Heather, and Patrick will reach out to members to see who is interested. They will have more information to present for the August meeting.
 - First committee eblast newsletter will highlight registration committee
- Hospitality Suite and Ethics Discussion
 - Board entered a close session at 12:07pm. All information redacted. Board re-opened session at 12:35pm.
 - Took a break at 12:35pm – 12:45pm.
- Appointment of Scholarship Trustee – prospective trustee, Amy Saupe

- Caleb makes a motion. Eric seconds. Motion approved.
- Appointment of Treasurer – Sagar
 - Transition at August meeting
- Review of proposed updates to:
 - Mission statement,
 - Reviewed the mission statement
 - Code of Professional Standards, and
 - Directors will review the code of professional standards.
 - Update the logo
 - MEHA’s Bylaws – Will discuss at next By-Law change
 - “Promote an atmosphere that is inclusive and equitable to all members”
 - Tie break vote
 - Deputy treasurer
- Review and update to MEHA’s Strategic Directions (President-Elect)
 - Ryan will review
- 2020 Spring Conference
 - Denise makes a motion to have the 2020 Spring Conference at Chase on the Lake on May 13th-15th and Amy seconds the motion. Motion approved.
- 2021 Spring Conference dates
 - 1st preferences May 12-14th or 2nd preference May 19 - 21st @ Sugar Lake Lodge
- Board meeting dates
 - 2nd Wednesday of meeting months.
- Survey request
 - Students reaching out to contact members
- Update documents in folder – contact info
 - SNEHA contact
 - LPHA contact
 - SSTA advisory

Announcements

Upcoming Meetings

Adjourn

Jessica makes a motion to adjourn the meeting and Patrick seconds. Motion approved. Adjourn 1:43pm.