



**MEHA Board Meeting Agenda**

**December 2<sup>nd</sup>, 2025**  
Virtual & In Person

**Call to Order**

10:05 AM

**Quorum:**

<b>President:</b>	Kyle Johnsen	<b>Present</b>
<b>First Past President:</b>	Amy Saupe	<b>Present</b>
<b>Second Past President:</b>	Jessica Jutz	<b>Present</b>
<b>Vice President:</b>	Amanda Buell	<b>Present</b>
<b>President-Elect</b>	Dave Boberg	<b>Present</b>
<b>Member at Large:</b>	Josh Schaack	<b>Present</b>
<b>First Year Director:</b>	Loreena Hilton	<b>Present</b>
<b>Second Year Director:</b>	Jacob Schmidt	<b>Present</b>
<b>Third Year Director:</b>	Julia Selleys	<b>Present</b>
<b>Secretary:</b>	Brittney Douglas	<b>Present</b>
<b>Treasurer:</b>	Greg Nelson	<b>Present</b>

**Introductions: Non-Board Members**

Nate Kelly, Previous Treasurer  
Michael DeMars, History Committee

**Agenda Approval**

*Motion to approve agenda: Dave, 2<sup>nd</sup>: Jake, approved*

**Treasurer’s Report**

Update on finances- Greg has taken over as new Treasurer! Nate is still working with Greg to ensure smooth transition  
Some CDs coming up for renewal – interest will go into checking

Nate creating a transition checklist for Incoming Treasurer, online reimbursement forms need to be changed to Greg's name, ensure Greg has admin rights

Reviewed email asking who can submit posters at Winter Conference- agreed that fellows and students can submit. Amy to reply to email.

*Motion to accept treasurer's report: Jessica, 2<sup>nd</sup>: Amy, Accepted*

## **Board Member/Committee Reports**

### **Secretary's Report**

*Motion to approve amended October Board Meeting Minutes: Jessica, 2<sup>nd</sup>: Dave, approved*

- *More info about logo renewal discussion added*

### **President's Report**

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

Since the last meeting, I cleaned up some of the MEHA Strategic Direction document edits, corresponded with the Student Committee to connect them with Brittany for a MEHA representative at the SNEHA meeting, Northstar scholarship and mentorship program marketing in collaboration with the Conference Planning Committee. A recruiting flier was developed by Planning and will be shared out in an E-blast.

In December, my next task is to send out Job Action Sheets to committees for review. Reviews should be completed by February.

#### **Awards Committee**

Submitted by Jessica Jutz

Updated versions of the award applications were submitted to the technology committee for inclusion on the website. An e-blast and other notifications will be put together once the information is available online. Two others are needed for the awards committee and at least one must be from the board. So, if you are interested in being on the awards committee let me know.

Tech Committee task: Update awards links on website-Frank Staffenson page, link to past award recipients, more info about award

#### **Conference Planning Committee**

Conference committee working on registration for upcoming Winter Conference.

#### **Communications Committee**

Submitted by Angela Dabu

Progress updates:

- Fall Newsletter completed in October and sent out via eblast on 10/11/2025.
- Between January 1, 2025 and today, we have sent 18 e-blasts. The open rate ranges from a low of 48% to a high of 68%. The average open rate is 55%.

January: 3

February: 3

March: 3

April: 2  
May: 1  
June: 2  
July: 1  
August: 0  
September: 1  
October: 1  
November (through 11/23): 1

## **Finance Committee**

## **History Committee**

## **Legislative Committee**

Adding new member to Legislative Committee. Kelly Muellman is interested in joining committee as co-chair.

## **Membership Committee**

Submitted by Dan Disrud, Bill Kass, and Jim Donovan

MEHA is currently at 345 members:

- 304 Active
- 9 Retired
- 24 Student
- 2 Sustaining
- 3 Honorary
- 3 Life

Since the last report, we have welcomed four new Active members and one new Student member. Loss was limited to one Student membership during this time but an additional fifty-one Active, one Retired, and four Student memberships will lapse in the next weeks if no action is taken.

Fillable PDF membership applications continue to be available on the MEHA website. Individual applications and renewals are primarily completed through WildApricot using the links found on the association's website or in automated renewal notice emails. Retired Membership requires an administrative change of an existing Membership Level. Sustaining Membership relies on the processing of the fillable membership application. Membership profile accuracy is dependent on user input.

Please contact a committee member for lists of members interested in board or committee positions, identification of lapsed memberships, or other membership related reports.

## **Nominations Committee**

Julie Selleys and I (Amy Saupe) met at the MEHA storage locker on October 29, 2025 for an organization/clean-out. The storage locker has been the repository for items coming in from multiple members and locations since we acquired it a year or so ago, particularly as members are losing office space to renovations or reorganizations post-COVID. We consolidated, tossed unused items, and took photos of larger items (such as display boards). We will update the MEHA inventory document on Google Drive based on the inventory. Additionally, we are very low on MEHA-branded swag items – will reach out to Outreach and Engagement Committee about potentially ordering more for use at conference and events.

There were some historical programs, papers, and many loose photos – at some point in the future, it would be good to organize a group of long-term members to help identify some of the materials and individuals in photos.

Found glittery rubber ducks that Tom had bought for outreach event and can be used for anything. Idea to possibly do a little fundraiser: school carnival ducks with number on bottom- have people donate items, you win prize if your duck number gets called). Found some old brochures, Robert's Rules books, wire cube storage shelf- was maybe used for apparel in past? Donate if Conference Committee does not have use for it.

## **Outreach and Engagement Committee**

Submitted by Jacob Schmidt

Leah (committee chair) and Jake (board liaison) met in November to discuss the current status of the committee. Participation has dropped over the last couple years and recruitment for new members has not been successful, which has restricted the committee's ability to organize and support outreach and engagement events. The committee is now brainstorming recruitment strategies, strategic areas of focus that can be accomplished with limited personnel, and how to create opportunities for both metro and greater MN based MEHA members.

- Discussed recruitment
  - How members want to be engaged?
  - How we can spread that across the state?

Jacob connecting with Amy to see what we have for Outreach- currently not much. If you have recommendations for this committee, please send them Jacob and Leah's way

Discussed ordering stickers or other items so people can put them on water bottles, computers, etc. Jacob connecting with Treasurer, etc. Items preferably small and light weight- stickers are good!

## **Registration Committee**

Submitted by Patrick Kuisle & David Boberg

No RS Academy Sessions were held in October. We are looking into a speaker on Body Art and collecting NEHA updates to share, such as Pillars of Environmental Public Health document, mold guidance (coming soon) and Model Body Art Code. Following the "RS Study Trunk" concept borrowed from WEHA, the committee is considering making a request to members in an effort to collect unused study materials and share out with potential exam candidates. Open to suggestions for storage/distribution of materials. All RS Academy sessions are currently being held via MS Teams videoconference. We are continuously looking for volunteers to join the committee or help lead discussions and subject matter experts to help inform sessions for exam candidates and current REHS/RS professionals.

All RS/REHS renewals are now done through a new online system. When renewal is coming due credentialed individuals should receive an email with instructions on how to access and complete renewal. See the [MDH – Renew Your Registration](#) website for more information.

Members:

- Patrick Kuisle, R.S., Co-Chair | [Patrick.Kuisle@state.mn.us](mailto:Patrick.Kuisle@state.mn.us) | 651-201-5424
- David Boberg, R.S., Co-Chair | [David.Boberg@state.mn.us](mailto:David.Boberg@state.mn.us) | 612-289-1846
- Doug Edson, Committee Member | [Douglas.Edson@state.mn.us](mailto:Douglas.Edson@state.mn.us) | 651-201-3659

## Resolutions Committee

### Scholarship Committee

Respectfully submitted by Cara Pederson, Andrea Schue, and Ryan Lee

The Scholarship Committee met on November 4<sup>th</sup> and discussed, edited, and released its scholarship application. Which is now live and has been e-blasted out. The Mary Lauren Olson scholarship will be awarded to one individual (selected by the UofM) sometime in December. The award this year is \$3000. <https://mcohs.umn.edu/mary-lauren-olson-meha-scholarship/>

The North Star Scholarship will be awarded at this upcoming winter conference. The award will be a \$1000 for up to two recipients. <https://mehaonline.org/wp-content/uploads/2025/11/2025-NorthStar-Announcement-110425.pdf>

We remind members that it is never to early to start thinking about gift baskets for the Spring Conference.

## Student Committee

### Technology Committee

Respectfully submitted by Casey Kipping, Greg Nelson, and Ryan Lee

The committee has posted six career postings, updated the student page, posted the MEHA awards, updated 38 plugins, and the PHP version since last meeting.

Regarding Login applications.

In the past the committee has been able to use an integrated WordPress Wildapricot plugin to provide a one username password login system for members wishing to access portions of information on the website that were hidden during covid. Through extensive testing, it appears that CDN (Content Delivery Network, is a geographically distributed network of servers that deliver web content to users faster and more reliably by caching content in locations closer to them. This process reduces latency, improves website speed, and enhances security by reducing the load on the origin server interferes with the wildapricot plugin and prevents members from logging in remotely. Previously, we were able to disable this "feature" to return service but GoDaddy has made the feature non-optional for their web hosting. The plugin manager has been informed of the issue, but has not taken steps to remedy it at this point. We are exploring if moving hosting will solve the issue, and look forward to following up on this as soon as possible.

\*Move more personal info to WildApricot so that people have to log in to see it. That way someone can't just see that type of info if they aren't a member. Greg to talk with Ryan about it and see if there's fees associated with it and what options are.

## New Business

- Karen Casale funds- which committee will it be associated with and how labeled in budget? Previous language states that no particular committee needs to be assigned with funds. \$8700 amount.
  - Greg will put this item in Treasurer's spreadsheet, notating in a few areas, track what money is spent on so we have record of it
- Poster info: fellows and students can submit, Amy sending email to Kelly. Discussed earlier in meeting under Treasurer's report
- Walter S. Mangold Award discussion
  - <https://www.neha.org/mangold-award-nomination>
  - Part of Jess's duties is to bring this opportunity forward for someone that qualifies, she has nomination in mind, nomination due Jan 31<sup>st</sup>, other members getting info to Jess to get all materials together.

## Old Business

- Logo discussion- word document outlining all the renewals we currently have (attached with email)
  - Possible creation of a spot to put emails confirming that things were paid/renewed?
  - Six renewals in total
  - Britt: In Google document: put info blurb about renewals, where to go to renew, email of confirmation of renewal, saved in Google Drive
  - Keeping logos since they aren't overly expensive and only renew once every 10 years

## Upcoming Meetings

Tuesday, February 10<sup>th</sup> at 10 AM

## Tasks:

Person(s) Responsible	Task
Nate & Greg	Working on Treasurer transition checklist, ensuring Greg has admin rights, change online reimbursement forms to Greg's name, Nate reaching out to Lisa for contact info
Amy	Replying to email stating that fellows and students can submit posters
Technology Committee	Update awards links on website-Frank Staffenson page, link to past award recipients, more info about award, Move more personal info to WildApricot so that people have to log in to see it. That way someone can't just see that type of info if they aren't a member. Greg to talk with Ryan about it and see if there's fees associated with it and what options are.

Outreach & Engagement, Jacob	Discussed ordering stickers or other items so people can put them on water bottles, computers, etc. Jacob connecting with Treasurer, etc. Items preferably small and light weight- stickers are good!
Britt	In Google document: put info blurb about renewals, where to go to renew, email of confirmation of renewal, saved in Google Drive
Amy & Julia	Updating the MEHA inventory document on Google Drive

## **Adjourn**

*Motion to adjourn: Dave, 2<sup>nd</sup>: Loreena, adjourned at 12:00 PM*