



MEHA Board Meeting Agenda

February 10th, 2026
Virtual & In Person

Call to Order

10:03 AM

Quorum:

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

Introductions: Non-Board Members

Angela Dabu, Communications Committee

Michael DeMars, History Committee

Kelly Smeltzer, Conference Planning Committee

Agenda Approval

Motion to approve agenda: Josh, 2nd: Dave, approved

Treasurer's Report

Review of current finances spreadsheet presented to Board

- New tab created for Karen Casale fund with breakdown of when funds are used and for what
- Finance committee met before Board Meeting to get their input and confirmation of good financial standing. Everyone will sign finance spreadsheet (on committee) and then can be sent to board ahead of time in case there needs to be discussion (future change).
- Greg is only one with access to finance documents in Google Drive for security reasons. Finance Committee/Greg working on process improvements.
- Additional info in Finance Committee report

Motion to accept treasurer's report: Amy, 2nd: Jessica, Accepted

Board Member/Committee Reports

Secretary's Report

Making sure notice goes out to all members about Annual meeting at least 30 days before. Secretary to reach out to Angela about getting an e-blast sent out. Also this year requesting Annual committee reports at least 30 days before meeting as well. That way we can have an agenda prepared and sent out a couple weeks in advance.

Motion to approve meeting minutes from December 2025 Board Meeting: Josh, 2nd: Loreena, Approved

President's Report

Winter Conference recently took place on 1/29/2026

- Kelly Smeltzer forwarded committee sign up sheet to committees as needed

Kyle has been meeting with MN public health collaborative

President-Elect's Report

- NEHA Affiliate updates
- Job Action Sheet updates

Awards Committee

Submitted by Jessica Jutz

Nominations are now open for the MEHA Awards so, please consider putting colleagues forward. I have received 2 nominations thus far for Merit Awards, but none for the other categories. Many thanks to the group of board members including Dave Boberg, Amy Saupe and Loreena Hilton who helped me put together a nomination packet for one of our MEHA members for the Walter S. Mangold award given by NEHA. The packet was submitted on January 30th and NEHA acknowledged receipt. Hopefully our member wins!

*Loreena and Julia are willing to help Jessica with awards selection

Conference Planning Committee

Submitted by Kelly Smeltzer, Tom Moran, Nicole Baysal, Melanie Firestone

The Winter 2026 MEHA Conference took place on 1/29/2026 at the Plymouth Community Center. We had 171 registered attendees, which was about a 9% increase from 2025. The partnership with MFPA brought in a few additional people and several student poster contest participants.

Early results from the post-conference survey indicate that the conference was well received by members. Responses show that people were happy with the food options, the variety of topics covered, and the value of the conference. Some areas to improve include the room temperature, audio system quality, recycling options, and the venue layout. We will take these into consideration when selecting a location for Winter 2027.

The move to the Plymouth Community Center made a big impact financially. We took in about \$13,400 in registration income, and expenses totaled about \$9,000. This means we made about \$4300 in profit. To compare, the 2025 conference lost about \$4700. It is also important to note that we were able to do this without increasing registration costs.

Next up: planning the spring conference!

Communications Committee

Submitted by Angela Dabu

The Communications Committee currently uses Microsoft Publisher to create the Spring and Fall Newsletters. Beginning October 2026, Microsoft Publisher will no longer be supported, and we will be unable to access Publisher or open Publisher files. We are proposing using Wild Apricot to create future Newsletters but would like approval from the MEHA Board to allow all Communications Committee members their own logins to Wild Apricot. Currently, Sarah Leach is the only Communications Committee member with access to Wild Apricot.

The deadline for all submittals for the Spring Newsletter is March 3, 2026. This includes the President's Address, Candidate Bios, any photos that were taken at Winter MEHA, or other announcements.

- Discussion about granting access to WildApricot to Angela (maybe others) and finding way for others to loop back to previous e-blasts and newsletters more easily. Use Wildapricot or Canva potentially for newsletters in future?
- Greg reaching out to Sarah to see how she goes about e-blasts in WildApricot and shadowing to see how it would go if we put the newsletter on there. Also looking into if there is a fee to add Angela to Wildapricot if used for newsletter.

Finance Committee

Submitted by Dan Disrud, Kyle Johnson, Nate Kelly, and Greg Nelson

The committee met on 2/5/26 to review the Treasurer's report and supporting documents. The organization remains in good financial standing. Income and expense activity has increased since the last board meeting in support of the Winter Conference.

Credit Card – We discussed if getting a credit card was worth it. The general thought from the group was it probably did not make sense with the annual fee. Greg did say he would talk with the person at US Bank. There is an option available with no annual fee with 1% cashback, which would amount to \$700 savings assuming an annual expenditure of \$70,000. The Business Debit Card comes with liability protection and MEHA would be covered in the incident of fraud.

Digital Checks – Greg did research into digital checks. There are additional rules for using digital checks for an organization. It was not worth the extra steps. For most situations a physical check or the debit card work better. It's approximately \$1 per check.

MEHA currently holds 8 CDs with a value of \$61,331.67. Finance Committee discussed and recommends reducing the number of CD accounts, but keeping the value the same. Now that the best rates are shorter term and CDs are coming due for renewal every 5-9 months we can maintain liquidity with fewer of them. Keeping four would work well since it still allows for flexibility if longer term CDs gain in rates again.

Committee Budget Requests- Dan is planning to send out the budgets to all the committees.

- Discussion about combining CD's so there aren't so many for Treasurer to keep track of. Greg will discuss with Finance committee for best course of action and if they decide to combine we agreed they can do so. PnP says:

Sect 24.9 Withdrawals from savings accounts, certificates of deposit, or the Caldwell Fund shall be co-signed and/or authorized by the President and the Treasurer.

Allowing to combine CD's without vote if committee decides that is best course of action

History Committee

Legislative Committee

Submitted by Loreena Hilton

Kelly Muellman with City of Minneapolis has stepped into the role of co-chair of the committee. Committee is planning to meet in the next few weeks to discuss goals of the committee, update their job action sheet, and assign any follow-up tasks. Two members indicated interest in joining the committee at the MEHA winter conference.

Membership Committee

Submitted by Dan Disrud, Bill Kass, and Jim Donovan

MEHA is currently at 326 members:

- 282 Active
- 9 Retired
- 27 Student
- 2 Sustaining
- 3 Honorary
- 3 Life

Since the last report, we have welcomed four new Active members and four new Student members. During this time, 23 Active, one Retired, and five Student memberships have expired. An additional 17 Active memberships will lapse at the end of the month 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 Active membership. Sustaining membership relies on the completion and processing of an application form found on the association's website or provided by a member. 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

Submitted by Amy Saupe

I am pleased to report that we have a full roster of confirmed nominees for the open Board of Directors positions. It's really great to see so much willingness to participate in our organization, and contested elections are the sign of a healthy organization. A big thanks to everyone who agree to run in this year's election!

I reached out to about 17 MEHA members (this included individuals who ran for election last year, expressed interest in running, or were recommended by another member as a potential good candidate), and the following candidates have committed to run for each position:

Vice President (5 year President track):

- Justo Garcia
- Dane Huber

Secretary (1 year term):

- Sarah Leach
- Cara Pederson

Director (3 year track):

- Janna Beard
- Cody Miller
- Joshua Schaack

Member at Large (1 year term):

- Sarah Conboy
- Michelle Hill

The Membership Committee has been consulted and confirmed that all candidates are eligible to run for election (though a couple have a pending renewal that will need to be paid before the election.) Once the candidates are confirmed by the board, I will request candidate statements/bios and photos from all candidates for the Spring Newsletter (due March 1) and the elections ballot.

Motion to approve nominations list: Dave, 2nd: Amy, approved

BREAK FROM 11:43-11:54 AM

Outreach and Engagement Committee

In progress:

- Leah and Jacob met a few times and touched base on recruitment, swag, etc
- A few people have expressed interested in committee (some verbal)
 - Hoping at next committee meeting there will be more participants
- Prioritize ordering MEHA swag- Leah is meeting with Tom who has placed previous orders. First activity we need it for would be the science fair. Date of science fair: March 27th.
- Looking to organize a few outreach events- college and high school level possibly, in process
- Non-volunteering side- a lot were at winter conference. MPLS water treatment facility willing to do a tour for MEHA members
- Social events in progress as well. Lots of discussion and moving into planning phase.

Outreach and Conference Planning Committee to get together soon to discuss roles further and coordination.

Registration Committee

If anyone is interested in presenting for RS Academy please reach out to Registration Committee (Dave or Patrick)

Resolutions Committee

Scholarship Committee

Student Committee

Technology Committee

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

The committee has posted seven career postings, updated plugins as needed, reached out to the person who expressed interest at the winter conference, and started developing SOPs for routine tasks.

Regarding login services and member only content:

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. This plugin no longer works due to service changes with our web host GoDaddy. The committee has tried to resolve this issue by contacting the parties of interest as well as purchasing additional plugins but nothing has worked. Current options include waiting, contracting out professional service, moving member only content behind Wildapricot login, or redoing the website internally. Moving content behind WA is time intensive and tech committee would need additional support to do so.

New Business

- Google drive access and clean up- can we have a spot where it says who has access to what and rights to google docs? Kyle had made a word doc of helpful google drive links- will add there. Looking at who has different type of access. Leave that the editors stay on but they will need to sent documents out to others. PnP would be a good place to put it so that it can be seen by those who might not have access.
- Discussion item: possibly have presentation at next conference or spring conference- who/why of scholarship and awards naming. Possibly have more background and info/history on scholarship and awards. Frank Staffenson award when presented give some background. At Spring conference it might be nice to discuss scholarship funds. Scholarship committee can give a little 5 minute background on scholarships and how we get the money and where exactly it goes. Amy emailing scholarship (including Amanda) about adding this info.
- Temperature check on increasing the dollar amount of the science fair awards for next year. The awards are not small potatoes among the special awards (some are just swag items), but the amounts have not changed since MEHA initiated the awards 16 years ago. With the goal of the awards to interest young scientists in environmental health topics, money is a good motivator. If the board generally agrees this makes sense, the update would be made in the upcoming budget for approval.
 - Board agrees- on board with adding to upcoming budget approval (no vote needed)
- Review Policy and Procedures edits and Bylaw edits
 - putting all edits in word doc track changes and will present at next Board Meeting

Old Business

Upcoming Meetings

Wednesday, April 8th at 10 AM

Tasks:

Person(s) Responsible	Task
Loreena & Julia	Helping Jessica with nominations and deciding awards
Greg	Looking into if there is a fee to add Angela to Wildapricot for creating newsletter. Reaching out to Sarah to see how she goes about e-blasts in WildApricot and shadowing to see how it would go if we put the newsletter on there.
Greg, Finance Committee, Kyle	Meeting to decide if combining CD's that are coming due
Britt	Submit newsletter 30 day notice for Annual Meeting, check in with Angela about which platform she'd like to use
Jessica	Checking in with Molly and Mindy about write up for newsletter for Lori Green
Outreach Committee	Ordering swag, hopefully by March 27 th , Committee to get together soon to discuss roles further and coordination
Amy	Emailing Scholarship (include Amanda) about adding scholarship background at Spring Conference

Adjourn

Motion to adjourn: Greg, 2nd: Loreena, Adjourned 1:54 PM