

MEHA Board Meeting Minutes
December 14, 2010

The meeting was called to order by President Robert Servian at 11:47 am. The following Board members were present: Joe Hibberd, John Tracy, Rob Carper, Frank Sedzielarz, Kim Carlton, Solvei Wilmot, Dan Disrud, and Angie Wheeler. The following members were present: Sharon Smith, Karen Casale and Manny Camilon.

Agenda

President Robert Servian reviewed the agenda. “Logo” was added to old business and “Listserv” was added to new business.

Secretary’s Report

Angie Wheeler thanked Joe Hibberd for taking the minutes at the October meeting. M/S/P Hibberd/Wilmot to approve the October 19, 2010 minutes. She reported that the Secretary of State Business renewal was completed in September.

Treasurer’s Report

John Tracy handed out and discussed the financial report. The crime renewal bond was paid, the tax form was filed and the Caldwell CD was renewed. The purchase date for CD1 on the report was amended to 5/22/10. There was discussion that the crime renewal bond should be increased. John Tracy will seek bids for \$20,000 and \$50,000 and report on this as the next meeting.

M/S/P Hibberd/Carlton to accept the Treasurer’s Report.

President’s Report

President Robert Servian reported that he attended the “strategic planning” meeting with the ad hoc committee. He feels that a lot of progress has been made.

(A break was taken at 12:07 pm. The meeting reconvened at 12:20 pm.)

Committee Reports

Student – Kim Carlton led a discussion on the future direction of the group. Karen Everstine doesn’t have the time to chair the committee and Jamie Dion has resigned. What do we want out of a student group? President Servian will talk to Dr. Toscano and Craig Hedberg about the possibility of their involvement. Maybe this could be tied into the Scholarship Committee. President Servian will also speak to Carlota Medus to see if she has any suggestions. She has done an excellent job in recruiting students. It was reported that the Strategic Plan ad hoc committee will be providing some ideas. It was suggested that he also contact current student members to see if they are interested in leading this committee.

Awards – Frank Sedzielarz reported that no nominations have been received yet. An article was put in the last newsletter asking for award nominations. He asked Board members for suggestions on possible candidates. It was noted that nominations were not received until January for the awards that were given in 2010.

Conference Planning – The committee report was submitted on the listserv. Joe Hibberd indicated that he has asked the Surgeon General to be a keynote speaker. Sharon Smith indicated that Bob Custer has agreed to provide a keynote address.

Finance – The committee report was submitted via the listserv.

History – Manny Camilon handed out a committee report. Sharon Smith asked Manny Camilon to send her the bid information for the folders and she will check with vendors that she has used

that has the MEHA artwork. The slogan “Minnesota Environmental Health Association 50 Years of Protecting, Promoting and Improving Public Health” was selected. The budget for the anniversary events and promotions will be submitted to the Board after the holidays.

Legislative – Robert Servian reported that he has spoken to Bette Packer. She has sent an email with suggestions for the committee. Robert will provide a copy of her email to the Board. Rob Carper indicated that he is trying to incorporate her suggestions into the strategic planning.

Membership – The report was submitted via the listserv. The membership list was sent out to the members on 12/13/10.

Newsletter – Please send articles to Lori Green for the newsletter by December 20th.

Nominations – Joe Hibberd reported that an article will be in the next newsletter asking for volunteers to serve on the Board. He requested that any suggestions for possible candidates be emailed to him. The current Board positions that will be on the election ballot are Vice-President, Secretary, Director, and Member at Large.

Outreach – No report.

Publicity & Marketing – Report submitted via the listserv. Please send any comments to Laura Scheinoha.

Registration – Kim Carlton reported that she has requested the REHS/RS pass/fail numbers from Blake Nordin at MDH but has not heard back from him yet. Angie Wheeler volunteered to check with Tracie Zerwas at MDH to see if she can provide this information to MEHA.

Resolutions – No report.

Technology – The committee report was submitted via the listserv.

Scholarship – No report.

(Wilmot left the meeting at 1 pm.)

President-Elect’s Report: Strategic Plan

President-Elect Rob Carper reported that the committee met on 11/23/2010. Most of this meeting was spent discussing goal two which is related to improving the quality of MEHA. Kim Carlton discussed the objectives of this goal and some action steps that have been developed to move the association forward. The objectives are:

- 1) Find out what members want and need
- 2) Effective communication
- 3) Continue to provide high-quality, relevant, beneficial training to members and
- 4) Provide additional services and benefits

Frank Sedzielarz reported that goal #3, membership, will be worked on in January.

Goal #4 which is the legislative strategic direction is being worked on by Robert Servian and Rob Carper. They have been talking to Bette Packer about this and the need for her to mentor someone to lead the Legislative Committee. Members need an awareness of the issue at the legislature. An advocacy plan or position paper on specific issues needs to be developed. This would include what the bill is and how it can impact environmental health. It would be up to the member to take this further.

Goal #5 is related to outreach. Rob Carper has been discussing this with Kyle Johnsen. Our current efforts need to be reviewed. We need to determine what benefit we receive for being liaisons and if they are needed.

Rob Carper reviewed the current Strategic Plan and recognized that we are already doing many of the existing items in the plan and we are moving forward.

Old Business

Appointment of Scholarship Trustees – Robert Servian reported that he has spoken to Kris Lee and she cannot continue as a Trustee. He asked for any suggested candidates. Robert will contact Bill Toscano and also review the list of interested individuals for possible candidates.

Logo – Joe Hibberd reported that only one response was received regarding the design of a new logo and it wasn't acceptable. He posed the question on whether we feel MEHA needs a new logo. Maybe what we need to do is branding and have the logo be synonymous with what and who we are. Our current logo represents Minnesota with the water, pine trees and people. M/S/P Disrud/Hibberd that Publicity and Marketing discontinue the request for proposal from Design Crowd.com.

New Business

Food Safety Partnership/FSP + – Deborah Durkin and Michelle Messer from MDH gave a history of the FSP and how it has transitioned into smaller projects due to resource changes. The mission of FSP is networking, information and training to those individuals working in regulatory, industry and academia. They are now providing education to interested participants and would like to work together with MEHA so we don't overlap. A survey on the use of FSP and the needs of its members is currently being conducted by FSP. Suggested topics will be forwarded to Sharon Smith. MEHA will be added to the FSP website as a partner and it was suggested to add a link to the MEHA website on the FSP website. The Board discussed the concern that attendance at MEHA conferences may go down since individuals can now obtain 12 ceu's a year from FSP. Deborah reported that currently only 22-26 people ask for ceu's after a FSP/FSP + session so they don't feel it should have much of an impact. It was suggested that the MDH training coordinator and the Conference Committee Chair maintain communications about topics.

Authorization to contract with Moriarty Design for website redesign – Joe Hibberd reported that the Technology Committee felt that Moriarty Design was the best option as far as quality, experience and price. M/S/P Hibberd/Carper that MEHA sign the contract with Moriarty Design for the redesign of the website. The range of bids that were received was from \$1800 - \$22,000. There was discussion about the service for online payments, online membership information and who receives emails from the site. The Conference, Membership and Technology committees will need to meet with Moriarty Design and work out the details of what we need. The website redesign needs to be done because of the following:

- We can't do any additions to our current website to allow for online payments.
- It's not user friendly.
- The current designer is not responsive.

Listserv – Joe Hibberd reported that our current listserv is discontinuing at the end of 2010 so he has researched compatible companies. Ecosoft has a spam filter, no advertising and does not charge a set-up fee. The cost is \$5.95 per month. M/S/P Hibberd/Tracy that MEHA subscribe to the Ecosoft mailing listing service for \$5.95 per month. Joe will check to find out if this is for all of our lists or just one.

(Tracy left the meeting at 3 pm.)

MEHA Monthly RS Study Group – Frank Sedzielarz would like to develop more frequent study sessions for those planning on taking the NEHA RS exam. He suggested partnering with MDH to use the Snelling Office Park facilities. Frank has offered to coordinate this as a pilot for the first year. We would need to purchase Salvato's Environmental Engineering 5th edition and the NEHA

RS Study Guide. There was some discussion on whether this should be done by MEHA. Is this a business conflict? Should we support and recommend this but not administer it ourselves? The majority of those present didn't feel that it would support a business. This was tabled until the next meeting. Frank will explore the topic more and also talk to Chris Forslund, Registration Committee Chair.

Announcements

- Dan Disrud reported that the Policy and Procedures review will be conducted on December 20, 2010 at 1 pm at Snelling Office Park (SOP) if anyone would like to participate.
- Sharon Smith reported that she has been appointed the NEHA Technical Chair for drinking water protection.
- Robert Servian indicated that he needs to research the date and location for the Presidents luncheon in April.
- The next meeting will be held on February 15, 2011 in the Bigfork room at SOP.

The meeting was adjourned at 3:30 pm.

Respectfully submitted,

Angela Wheeler
Secretary