



MICHIGAN ENVIRONMENTAL HEALTH ASSOCIATION

An organization of professionals dedicated to the improvement of health through management of the environment.

MICHIGAN ENVIRONMENTAL HEALTH ASSOCIATION EXECUTIVE BOARD MINUTES May 10, 2002

I. CALL TO ORDER

The Executive Board of the Michigan Environmental Health Association held a meeting on May 10, 2002 at the Michigan department of Agriculture, 525 W. Allegan Street, Lansing, Michigan. President Lori Simon called the meeting to order at 10:05 a.m.

Members Present: Lori Simon, Mike Juhasz, Bruce DuHamel, Alan Hauck, Jim LaFleur (teleconference), Kevin Besey, Mike Patterson, Diane Forsys, Pat Donovan, Kim DeMars, and Becky Ouellette.

Members Absent: None

Guests Present: Ron Holben and Michele Scarborough

II. ADDITIONS TO THE AGENDA

- A. President's Report - add, MPHA Conference
- B. New Business - add item F, MEHA Member Recognition
add item G, Board Responsibilities

III. SECRETARY'S REPORT

- A. Draft copies of the March 22, 2002 Executive Board meeting minutes were passed out and reviewed. **Motion by Mike Juhasz and seconded by Jim LaFleur to accept the minutes as revised. Motion passed unanimously.**

IV. TREASURER'S REPORT

- A. Bruce DuHamel passed out reports dated 2/8/02 – 3/7/02. Bruce indicated that he passed out a separate Treasurer's report covering through the end of his term as MEHA's Treasurer. Bruce indicated Becky Ouellette (new MEHA Treasurer) and he met with A.G Edwards for transitions to accounts. New account signature cards were completed. General fund dollars were added to the money market account (of \$14,953.72 in "expired" CD's) to bring total up to the minimum investment requirement of \$15,000. This money was invested into GMAC Bonds that pay 4.9% with a two-year commitment. Discussion held. Bruce DuHamel requested separate motions on each submitted Treasurers reports. **Motion by Pat Donovan and seconded by Alan Hauck to accept the treasurer's report dated February 8, 2002 – March 7, 2002. Motion passed unanimously.**

- B. Becky Ouellette passed out reports dated March 8, 2002 through May 9, 2002. Becky indicated that we do not have the most current bank statement back and the report should of ended with the last statement in April. She indicated that revenues were in through April 7th and expenditures through May 9th. Alan Hauck recommended that the Treasurers Reports be separated out when the April/May statements are received and that two separate statements be submitted. The general consensus of the board was to have Becky Ouellette submit new reports at the June meeting.
- C. Becky indicated that the cost of Domain Registry was \$25.00 for one year and \$85.00 for five years. It was recommended that MEHA pay for a five year renewal. Discussion held on obtaining an organization credit card. The general consensus was to have a card under the associations name with frequent flyer miles or some other incentive that may benefit the organization. Becky will look into this. Pat Donovan ask for clarification on the MALPH management expenses check of \$4510.43. Becky indicated that this covered their expenses for the past Food Protection, AEC Conferences and other management expenses. Discussion held on the management company. Becky indicated that for about \$50.00 the organization could obtain a computer program for the Treasurer's bookkeeping. Diane Forsys indicated that she has a copy of Quicken that she does not use and could give it to her to try it.

V. PRESIDENT'S REPORT

- A. Lori Simon indicated that she received a letter from IAFP regarding MEHA's offer to host a future conference. They indicated that they had received our request and that they would be considering it and would respond at a future date. Lori passed out a copy of IAFP's newsletter.
- B. The following Executive Board meetings were scheduled.
- June 6 & 7, 2002 Annual Planning Session, MDEQ Conference Center, Higgins Lake.
 - August 9, 2002 in St. Ignace. Location to be arranged by Jim LaFleur. (This is a change in date & location.)
 - September 13, 2002 MDEQ Cadillac office.
 - October 25, 2002 in St. Clair County.
 - December 6, 2002 in Ann Arbor
 - January 10, 2003 in St. Johns
 - February 7, 2003 in Midland
 - March ,2003 Annual Business Meeting @ the AEC in Midland
- C. Lori Simon passed out additions to the Conference Chair packets and ask the Secretary to place a copy in all future board binders
- D. Laura Riddell indicated that she will be submitting a report on the MPHA Conference at the June Board meeting.

VI. PRESIDENT ELECT'S REPORT

- A. Bruce DuHamel submitted a travel budget proposal for the IAFP Conference. **Motion by Kevin Besey and seconded by Becky Ouellette to approve Bruce DuHamel to attend the IAFP Conference. Motion passed unanimously.**

Bruce requested that the President-Elects report be eliminated, stating that any information he would present could be covered in an appropriate section of the agenda.

VII. UNFINISHED / OLD BUSINESS

- A. Teleconference Phone - The new teleconferencing phone was received and used at this meeting.
- B. Awards Committee – Discussed during the presentation by Ron Holben during Board Responsibilities. (See New Business G)
- C. Our Small Planet – Tabled until June.
- D. Training & Data Base Ad-Hoc Committee – Tabled until June.
- E. 1 % Training Funds – Bruce DuHamel indicated that we have about \$15,000 outstanding in past due funding from the AEC, On-site Wastewater, Groundwater and the Recreational Waters Conferences. Lori Simon indicated that she would talk to Konrad Edwards about the past due monies.

VIII. NEW BUSINESS

- A. Wastewater Conference – Bruce DuHamel passed out the 2002 Wastewater Conference revenue & expense reports for the last three-wastewater conferences. There was a trend noted that MEHA’s revenues over expenses have been declining. Discussion held. Bruce suggested a meeting between MEHA and the conference committee be set up for the purpose of determining MEHA’s role in future conferences. Board consensus is to explore the possibility of limiting the reliance on MEHA’s resources. (i.e.: MEHA’s management company), while maintaining a role in planning activities.
- B. MEC – Michele Scarborough of the Michigan Environmental Council gave a presentation on the MEC. She indicated that they work on five main issues as determined by their member organizations. These issues are 1) Clean water. 2) Land stewardship 3) Children’s health 4) Cleaner energy and 5) Open government. Their web site is www.mecprotects. Lana Pollack is their Executive Director.
- C. MEHA budget 2002-2003 – Bruce DuHamel indicated that the Budget Committee is made up of the President, Past President, President Elect and the Treasurer. Bruce discussed the draft budget that was distributed. He recommended that the Water for Kids line item be eliminated from this budget. Mike Juhasz indicated that we need to add \$500.00 to the professional development fund and \$750.00 to miscellaneous. Bruce indicated that he will submit a revised copy at the June board meeting. **Motion by Mike Patterson and seconded by Alan Hauck to accept the draft budget as revised. Motion passed unanimously.**
- D. Website Committee/Website maintenance – The Website Committee has been dissolved, due to the extensive amount of time it takes to maintain the site. Lori Simon is suggesting that MALPH take over this responsibility. She indicated that Sean Dunleavy (past chair) has met with Julie Zdybel of MALPH regarding this matter. Lori will continue with this discussion and report back.
- E. MALPH Contract – The copy of the proposed MALPH contract with MEHA for 2002 – 2003 was distributed and reviewed. **Motion by Pat Donovan and seconded by Mike Patterson to go into closed session at 1:02 p.m. to discuss the new MALPH contract. Motion passed unanimously.** The board came out of closed session at 1:18 p.m. Several board members made suggestions for possible language changes. Lori Simon will be contacting MALPH and present a final copy at the June board meeting.

- F. MEHA Member Recognition – Lori Simon indicated that the American Red Cross has an award that they give out for lifesaving. She indicated that this or recognition from MEHA would be appropriate for the members who helped out during the medical emergency at the AEC in Traverse City this year.
- G. Board Responsibilities – Ron Holben read a written statement to the board regarding the boards responsibilities and the Sanitarian of the Year award. Discussion held. **Motion by Bruce DuHamel and seconded by Pat Donovan to re-open the February 8, 2002 minutes and amend Section V Part B** (regarding the award committees recommendations). **The Board amended the Award Committees recommended award nominees by adding a second candidate to the LaRue L. Miller Sanitarian of the Year Award. Motion passed unanimously.** An open discussion was held regarding Policy & Procedures, Roberts Rules of Order, committee functions and open/closed session issues. The board had an unintended omission by not reporting the vote on the award committees' nominees in open session at the February 8, 2002 board meeting. An open discussion on emeritus status was held.

IX. COMMITTEE REPORTS

- A. Recreational Waters - Ron Holben passed out the tabulated results from the conference evaluations and presented financial information on the conference. A total of 81 people attended this years' conference. Discussion held.

X. CORRESPONDENCE

none

XI. NEXT MEETING

The Executive Board will meet during the annual planning session on June 6 & 7, 2002 at the RAM Center in Higgins Lake. The planning session starts at 10 a.m. on Thursday June 6th and the board meeting will start at 8 a.m. on Friday June 7th.

XII. ADJOURNMENT

Motion by Mike Juhasz and seconded by Bruce Duhamel to adjourn the Executive Board meeting. Motion passed unanimously. The meeting was adjourned at 3:44 p.m.

Respectfully submitted,

Alan Hauck R.S.
Secretary MEHA
May 10, 2002