



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 March 14, 2003

I. CALL TO ORDER

The Executive Board of the Michigan Environmental Health Association held a meeting on Friday, March 14, 2003 at the Valley Plaza Resort, Midland, Michigan. President Bruce Du Hamel called the meeting to order at 8:15 a.m.

Members Present: Bruce Du Hamel, Alan Hauck, Diane Forsys, Pat Donovan, Kimberly DeMars, Becky Ouellette, John Gohlke, Ryan Whaley and Derrick Simons.

Members Absent: Lori Simon and Mike Patterson, both excused

Guests Present: None

II. ADDITIONS TO THE AGENDA

- A. Purchasing digital camera for MEHA.
- B. Posting pictures on website.
- C. Displaying of banners for affiliates.
- D. IAFP Delegate.
- E. 2003 – 2004 Executive Board meeting schedule.

III. SECRETARY'S REPORT

- A. **Motion by Pat Donovan and seconded by John Gohlke to defer the February '03 minutes to April's meeting. Motion passed unanimously.**

IV. TREASURER'S REPORT

- A. Copies of the Treasurer's Statement dated January 8, 2003, through February 7, 2003 were distributed and reviewed. Discussion held regarding the benefits of changing our fiscal year from July 1st through June 30th.

Motion by Pat Donovan and seconded by Alan Hauck to instruct Becky Ouellette to work with the bookkeeper to modify our fiscal year for the financial benefit of the association from the current April 1st – March 31st timeframe to a July 1st – June 30th timeframe. Motion passed unanimously.

- B. For the benefit of the new board members Ms. Ouellette gave a brief synopsis on the Endowment Fund. For the record and clarification, it was mentioned that the interest earned on the Endowment Fund balance can be used each year for its' intended purpose. The interest that is earned each year, if not used, becomes principal and cannot be touched.

- C. Becky Ouellette discussed the recommendations listed in the Audit Committees annual report. She indicated that she would be updating the approved use of the organizations credit card by adding Bruce Du Hamel's and John Gohlke's name.

- D. Becky indicated that she received an updated recommendation from Paul Parsons our AG Edwards investment representative and he suggested three different proposals to invest the approximately \$14,700 account, which is the mutual fund portion of the Endowment Fund. The basics of the three proposal are:
 - 1. Place \$5000 into a 1 yr. CD @ 1.7% and keep +/- \$9700 in an American Fund growth account.
 - 2. Place \$10,000 in a 1 yr. CD @ 1.7% and place +/- \$4700 in an American Fund growth account.
 - 3. Place \$1500 in a money market account, \$5000 in a 1 yr. CD @ 1.7% and place +/- 8200 in the American Fund growth account.

Mr. Parsons recommended that we use investment proposal # 3. The general consensus of the board was to follow the recommendation of our investment advisor.

- E. Becky reported that the # of MEHA members as on January 1st of each year is as follows:
 - 662 in 1999
 - 592 in 2000
 - 735 in 2001
 - 747 in 2002

Motion by Ryan Whaley and seconded by Derrick Simmons to accept the treasures report as submitted. Motion passed unanimously.

V. PRESIDENT'S REPORT

The President's Report was given under the AEC Committee report.

VI. UNFINISHED / OLD BUSINESS

- A. None

VII. NEW BUSINESS

- A. Purchasing digital camera for MEHA – Deferred until June’s meeting.
- B. Posting pictures of website – The consensus of the board was that discretion was to be used when pictures taken at MEHA sponsored conferences were to be posted on the organizations website.
- C. Displaying of affiliates banners at MEHA’s AEC – Deferred until June’s meeting.
- D. IAFP Delegate – President Bruce Du Hamel stated that MEHA traditionally sends the President Elect as our delegate to the IAFP Annual Educational Conference. However John Gohlke cannot attend this year’s conference to represent MEHA. The Conference is scheduled for August 10 –13, 2003. Bruce indicated that another board member will have be MEHA’s delegate to IAFP this year. The decision to appoint another delegate will be deferred to April’s meeting.
- E. 2003 – 2004 Executive Board meeting schedule – The following schedule was set:
 - April 4, 2003, 205 N. John St., Highland, MI. Meeting to start at 9 am.
 - May 16, 2003, MDEQ offices in Cadillac.
 - June 19/20, 2003, MEHA planning session and executive board meeting at the RAM Center, Higgins Lake.
 - August 1, 2003, Mid-Michigan District Health Department in St. Johns
 - September 19, 2003, in the Upper Peninsula, possibly Munising.
 - October 22, 2003 (Wednesday at the Food Protection Conference @ Shanty Creek in Thompsonville, Michigan. Time to be announced.
 - December 12, 2003, Washtenaw County Environmental Health, Ann Arbor.
 - January 16, 2004, St. Clair County Health Dept., Port Huron.
 - February 13, 2004, location to be announced (at the site of the ’04 AEC).
 - March 18, 2004, Annual Business Meeting at the AEC. Time and location to be announced.

All meetings (unless otherwise stated above) start at 10 a.m.

VIII. COMMITTEE REPORTS

- A. Annual Education Committee – Bruce Du Hamel asked the board to appoint 2003 - 2004 AEC Committee chair and to look at sites in Grand Rapids for the 2004 AEC.

Motion by Alan Hauck and seconded by Becky Ouellette to appoint Julie Melia of Kent County Health Department and Melanie Fahndrich of Nederveld Associates to chair the 2003 –2004 AEC Committee and to hold the conference in Grand Rapids. Motion passed unanimously.

Motion by Alan Hauck and seconded by Becky Ouellette to accept the proposed committee chairs and board liaisons as presented and discussed. Motion passed unanimously.

B. **Sanitarian Registration Adhoc Committee** – The general consensus of the board is to draft a letter for use with the boards upcoming meeting with Rep. John Stakoe. This letter should cover three major points as follows.

1. The Board of Sanitarians be returned to active status.
2. That the board regrets that an “administrative assistant” reviews a Sanitarians credentials to determine if they can take a Professional exam.
3. Examination availability.

The consensus of the board was to charged Pat Donovan with the responsibility of drafting an “ideas/talking points” on Sanitarian registration for the April 4, 2003 meeting.

IX. NEXT MEETING

The Executive Board will meet at 205 N. John St., Highland, MI, on April 4, 2003 at 9:00 A.M.

X. ADJOURNMENT

Bruce Du Hamel encouraged all board members to be involved and he looked forward to achieving many good accomplishments for the organization.

Motion by Derrick Simmons and seconded by Alan Hauck to close the Executive Board meeting. Motion passed unanimously.

The meeting was adjourned at 10:23 a.m.

Respectfully submitted,

Alan Hauck R.S.
Secretary MEHA
March 14, 2003