



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 October 22, 2003

I. CALL TO ORDER

The Executive Board of the Michigan Environmental Health Association held a meeting on October 22, 2003 at the 16th Annual MEHA Food Protection Conference, at the Shanty Creek Conference Center, Bellaire, Michigan. President Bruce Du Hamel called the meeting to order at 9:45 a.m.

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

Members Absent: Lori Simon, Mike Patterson, and Diane Forsys. All excused.

Guests Present: Mary Malta, Mark Hodorek and Brian Cecil.

II. ADDITIONS TO THE AGENDA

- A. Unfinished Business - add item H, Strategic Fund.

Motion by Alan Hauck and seconded by Kim DeMars to accept the agenda as revised. Motion passed unanimously on a voice vote.

III. SECRETARY'S REPORT

- A. Draft copies of the August 8, 2003 Executive Board meeting minutes were passed out and reviewed.

Motion by Becky Ouellette and seconded by Derrick Simmons to accept the minutes as submitted. Motion passed on a vote of 6 to 1. Voting for the motion were John N. Gohlke, Alan Hauck, Becky Ouellette, Kim DeMars, Ryan Whaley and Derrick Simmons. Voting against the motion, Pat Donovan.

- B. Draft copies of the September 26, 2003 Executive Board meeting minutes were passed out and reviewed.

Motion by Becky Ouellette and seconded by Ryan Whaley to accept in content the minutes as amended. Motion passed on a vote of 5 to 0 with two members abstaining. Voting for the motion were John N. Gohlke, Becky Ouellette, Kim DeMars, Ryan Whaley and Pat Donovan. Abstaining were Derrick Simmons and Alan Hauck.

IV. TREASURER'S REPORT

- A. Draft copies of the Treasurer's report dated August 8, 2003 thru September 5, 2003 were passed out and reviewed. Discussion held.

Motion by Pat Donovan and seconded by Alan Hauck to accept the treasurer's report as submitted. Motion passed unanimously on a voice vote.

- B. Draft copies of the Treasurer's report dated September 6, 2003 thru October 7, 2003 were passed out and reviewed.

Motion by Ryan Whaley and seconded by Kim DeMars to accept the treasurer's report as submitted. Motion passed unanimously on a voice vote.

- C. Becky Ouellette reported that MEHA's fiscal year is now April to March and tax returns for the partial period to complete the changeover are in the process of being completed.

V. PRESIDENT'S REPORT

- A. 2005 / 2006 AEC Conference venues – Bruce stated that he would like to tighten up the procedure for selecting AEC Conference sites. Bruce reported that the 2004 conference is scheduled for Grand Rapids and that he would like to charge Chuck Lichon with obtaining bids for 2005 & 2006. He would like the Flint/Ann Arbor areas to be considered for the 2005 conference.
- B. Bruce discussed possible chairs and venues for the 2004 Food Protection Conference. Discussion held about the food conference being held in Southeast Michigan, possibly at the Radisson in downtown Lansing. The Groundwater Conference has a continuous rotating committee and chair. Therefore appointments do not need to be made each year.

VI. UNFINISHED / OLD BUSINESS

- A. RS ad hoc report - General discussion held. More information will be presented at the December board meeting.
- B. Ready Reference update – Each section of the Ready Reference has been assigned for review. Bruce will ask Ron Holben to attend the December board meeting to discuss printing options. The goal is to have information turned in during the month of December.
- C. Liability Insurance renewal – Becky Ouellette will report in December.
- D. Electronic conference listing/follow-up – General discussion held. The transition to an electronic conference notification format (on www.meha.net) appears to be successful. A notice is to be placed in future issues of the MEHA Journal as a reminder for the membership.

- E. Bylaws / Constitution revisions – The Nominations and Resolution Committee will review in November. The committee will report for the December 12th board meeting. Electronic notification of membership is to occur shortly thereafter.
- F. Electronic membership directory – A new directory is in the process of being created. The format of the directory to be discussed at a future board meeting.
- G. MUCC affiliation – Pat Donovan is in the process of drafting a letter to MUCC regarding their membership in MEHA. They have not responded to several inquires by the Treasurer.
- H. Strategic Fund – Language for the Strategic Fund ballot question is being rewritten into three clear choices by Bruce Du Hamel. The wording will be similar to information presented in the September minutes. Information on the history of the fund is to be included on the ballot. Pat Donovan indicated that the history of the fund is on the organizations website @ www.meha.net

VII. NEW BUSINESS

- A. Health Professional Recovery Committee – Bruce reported that he received a letter from Steve Tackitt who is the RS representative on this committee. Steve indicated that he will no longer be able to serve on the committee. His appointment is thru December 2003. He requested a Registered Sanitarian (RS) be appointed as his replacement. Several possible names were suggested to Bruce for contacting.

VIII. COMMITTEE REPORTS

- A. Annual Education Committee – Discussed during Presidents report.
- B. Audit Committee – No report (committee does not meet until the first of the year).
- C. Awards Committee – Pat Donovan indicated that he has a new vendor in Cadillac for award plaques. A final price is to be received in the near future. Pat also said that some of the award information on our web site (www.meha.net) needs to be updated. Board members were asked to review the website and to report very specific changes to Bruce.
- D. Bylaws/Policy and Procedures Revision adhoc Committee – Reported on under unfinished business, item # E.
- E. CEU Committee – Barb Nichols request for priority rights to the CEU computer list could not be granted, alternate access is not available at this time
- F. Endowment Committee –Information for donations will be printed in the MEHA Journal.
- G. Environmental Education Committee – New fact sheets were distributed for review.
- H. Food Protection Conference Planning Committee – Discussed earlier under Presidents report. The current conference went smoothly, the location and facilities were well received. A final report should be ready for review at the December board meeting.

- I. Grant & Training Fund Committee – No report.
- J. Groundwater Conference Planning Committee – Discussed earlier under Presidents report. The current conference was a success. A 145 people attended the conference.
- K. Legislative Observance Committee – No Report
- L. Membership Committee – Reported on under unfinished business # F.
- M. Nominations and Resolutions Committee – General discussion held.
- N. Professional Development Committee – No report.
- O. Ready Reference Committee – Discussed under unfinished business, item # B.
- P. Recreational Waters Conference Committee – President-elect John N. Gohlke is in the process of appointing a chairperson.
- Q. Sanitarian Registration adhoc Comm. – Reported on under unfinished business, item # A.
- R. Wastewater Conference Planning Committee – Ted Loudon has finalized the conference and it is scheduled for the Kellogg Center at Michigan State University in East Lansing. The Conference is scheduled for January 6 – 8, 2004.

IX. CORRESPONDENCE

Bruce reviewed a letter he received from David Tharp, Executive Director of IAFP thanking MEHA for their donation of a State of Michigan themed item to benefit their silent auction.

X. NEXT MEETING

The Executive Board will meet at the Ingham County Health Department, 5303 Cedar Street, Lansing, Michigan on Friday December 12, 2003. This meeting will start at 10 a.m. Phone # is (517) 887-4312.

XI. ADJOURNMENT

Motion by Kim DeMars and seconded by Derrick Simmons to adjourn the Executive Board Meeting at 12:09 p.m. Motion passed unanimously on a voice vote.

Respectfully submitted,

Alan B. Hauck R.S.
Secretary MEHA,
October 23, 2003