



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 19, 2004

I. CALL TO ORDER

The Executive Board of the Michigan Environmental Health Association held a meeting on March 19, 2004 at the Crowne Plaza Hotel, Grand Rapids, Michigan. President John N. Gohlke called the meeting to order at 12:07 p.m.

Members Present: John N. Gohlke, Bruce Du Hamel, Brian Cecil, Alan Hauck, Ryan Whaley, Pat Donovan, Becky Ouellette, Derrick Simmons, Kimberly DeMars, Tricia Dreier & Mary Malta.

Members Absent: None

II. ADDITIONS TO THE AGENDA

A. Unfinished / Old business

- add item # A – MEHA investment accounts

B. New Business

- add item # A – Audit Committee recommendation
- add item # B – Deferred Treasurers report at the annual business meeting
- add item # C – Raffle tickets
- add item # D – Complimentary copies of the Ready Reference

III. SECRETARY'S REPORT

- A. Draft copies of the February 13, 2004 Executive Board meeting minutes were passed out and reviewed.

Motion by Bruce Du Hamel and seconded by Derrick Simmons to accept the minutes as submitted. Motion passed on a 7 – 0 vote. The new executive board members Brian Cecil, Mary Malta and Tricia Dreier abstained from voting.

IV. TREASURER'S REPORT

- A. Draft copies of the Treasurer's report dated January 8, 2004 thru February 6, 2004 were passed out and reviewed. Becky Ouellette passed out copies of the organizations credit card statement for review by board members.

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

- B. Draft copies of the Treasurer's report dated February 7, 2004 thru March 5, 2004 were passed out and reviewed. A credit card statement for this time period has not been received. Ouellette indicated that she would be invoicing NEHA for reimbursement of our expenses from the Bio-terrorism Conference.

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

V. PRESIDENT'S REPORT

- A. Board meeting dates – The next meeting of the MEHA Executive Board will be held on Friday, April 23, 2004 at the offices of the Mid-Michigan District Health Department in Ithaca Michigan. The meeting will begin at 10 a.m. Additional meeting dates and locations will be set at the April meeting.

VI. UNFINISHED / OLD BUSINESS

- A. MEHA investment accounts – The board discussed reinvesting MEHA's accounts. Discussion centered on immediately renewing the accounts as presently invested or determining a strategy after talking to our investment advisor at the April board meeting. The general consensus of the board was to schedule Paul Parsons of AG Edwards for the April meeting and to hold the decision on the investments until then.

VII. NEW BUSINESS

- A. Audit Committee recommendation – One suggestion by the Audit Committees in their annual report was to seek bonding of those authorized to use or possess the organizations credit card. The general consensus of the board is for Becky Ouellette to obtain a proposal on bonding and to possibly have only the President and Treasurer authorized on the card.
- B. Deferred Treasurers report at the Annual Business Meeting – Discussion held that the Audit Committee has reviewed the Treasurers reports for the past 12 months. The general consensus of the board is to have the revised copy of the annual treasurer's report sent to the audit committee for review. A statement indicating such will be placed on the website and the revised copy will be presented to the membership at the '05 annual business meeting.

- C. Raffle tickets – Several raffle tickets were turned in late and were not in the drawing. The purchasers of these tickets will receive a refund.

- D. Complimentary copies of the Ready Reference – A request was made of the board to have complimentary copies of the Ready Reference be made available to Mike Kohler of NSF and Dale Hodgson of the University of Michigan. These two individuals contributed and helped write two different sections of the reference. The general consensus of the board was to forward the names and addresses of these two individuals to MALPH. Bruce and Brian were each directed to take 2 copies of the Ready Reference to NEHA's and IAFP's Annual Educational Conferences as donations for their silent auctions.

VIII. NEXT MEETING

The Executive Board will meet at the Mid-Michigan District Health Department offices in Ithaca on Friday, April 23, 2004. This meeting will start at 10 a.m.

IX. ADJOURNMENT

Motion by Ryan Whaley and seconded by Mary Malta to adjourn the Executive Board Meeting at 2:00 p.m. Motion passed unanimously on a voice vote.

Respectfully submitted,

Alan B. Hauck R.S.
Secretary MEHA
March 18, 2004