



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

April 23, 2004

I. CALL TO ORDER

The Executive Board of the Michigan Environmental Health Association held a meeting on March 19, 2004 at Mid-Michigan District Health Department, Ithaca, Michigan. President John N. Gohlke called the meeting to order at 10:03 a.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 # E – Annual Treasurers report.
- add item # F – MUCC renewal.
- add item # G – Bio-terrorism conference.

B. New Business

- add item # E – Membership list & MEHA logo use.

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

III. SECRETARY'S REPORT

- A. Draft copies of the March 19, 2004 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 unanimously on a voice vote.

IV. TREASURER'S REPORT

- A. Draft copies of the Treasurer's report dated March 6, 2004 through April 7, 2004 were passed out and reviewed. Becky Ouellette passed out copies of the organizations credit card statement for review by board members.

Becky Ouellette explained that a deposit of \$7725.00 was made by MALPH on March 10, 2004. Breakdowns of the individual checks were not recorded by MALPH. There would be a cost associated in obtaining this information from the bank. Becky was advised to discuss this matter with Kevin Datte, Chairperson of the Audit Committee for advice. Only \$100.00 of the \$150.00 for the Art Harvey Award was paid at the awards banquet. A check for the remainder will be sent.

Motion by Derrick Simmons and seconded by Tricia Dreier to accept the treasurer's report as submitted. Motion passed unanimously on a voice vote.

- B. Becky Ouellette reported that it would cost \$229.00 for 3-years of coverage to add the title of president to our bonding insurance policy. The coverage is for \$100,000.00. The general consensus of the board was to add the title of president to the policy.
- C. Paul Parsons of AG Edwards passed out a financial analysis report dated April 21, 2004 for MEHA's investment accounts. Each account was reviewed, the asset allocation discussed and updated recommendations were reviewed.

Paul Parsons suggested that the board create an investment policy. He would help us develop such a policy. An investment policy would make it easier for the board to stay within guidelines for investing funds.

Motion by Pat Donovan and seconded by Bruce Du Hamel to direct Paul Parsons to re-balance the funds in accordance to the recommendations made by Paul Parsons and in the AG Edwards report for account # ...872 (investment account). This includes the re-invested \$10,000. Motion passed unanimously on a voice vote.

Motion by Pat Donovan and seconded by Bruce Du Hamel to direct Paul Parsons to invest fund # ...602 (the Reserve Fund). This fund shall be equally distributed (1/3) into a 1 year CD, (1/3) into a 2 year CD, and (1/3) into 3 year GMAC bonds. Motion passed unanimously on a voice vote.

Motion by Pat Donovan and seconded by Bruce Du Hamel to direct Paul Parsons to invest fund # ...599 (the Strategic Fund) (which is currently 100% in bonds) into an account that is similar in manner to fund # ...872 (the Endowment Fund) which is currently a 60/40 split. Motion passed unanimously on a voice vote.

These changes will be made and go into effect when the current accounts come due and are in need of re-investing.

V. PRESIDENT'S REPORT

- A. Proxy letter for NEHA conference – President John N. Gohlke will draft a letter authorizing Bruce Du Hamel to act in MEHA's behalf at NEHA's AEC.
- B. Board meeting dates – The following meeting dates of the MEHA Executive Board were set. The meetings will begin at 10 a.m.
- June 10 & 11, 2004 at the DNR Conference Center, Higgins Lake.
 - August 6, 2004 at MDEQ offices, Cadillac, Michigan.
 - September 17, 2004 in St. Ignace, Michigan (location to be determined).
 - October 15, 2004 in Lansing, Michigan (location to be determined).
 - December 3, 2004 at Mid-Michigan District HD, St. John's, Michigan.
 - January 14, 2005, Jackson County Health Department, Jackson, Michigan
 - February 11, 2005 at the site of the AEC (location to be determined).
 - March 17, 2004 Annual Business Meeting at the AEC (location & time TBD).
- C. Committee Chairs & Board Liaisons – The 2004-05 Committee Chairs and Board Liaisons list was passed out and revised. Bruce Du Hamel is the board liaison to MALEHA.
- D. Associated organization liaisons – John reported that MUCC is forming a committee to look at the stewardships of the Michigan State Parks to discuss topics that include food concessions, on-site water supply, wastewater, recreational water, campgrounds and marinas. Mike Paterson will attend these meetings representing MEHA.
- E. Ready Reference storage & quantity discounts – Storage at the MALPH offices is limited. MALPH has only a small storage space available for their use. Some of the boxes are still pending distribution. Hopefully with re-organization of the storage area the rest of the boxes will fit.

Discounts for multiple purchases of the Ready Reference are not available. A person will receive a copy of the reference if they become a member. Updates to the Ready Reference will be given free to members at the time the update(s) become available.

VI. UNFINISHED / OLD BUSINESS

- A. RS legislation report – Bruce Du Hamel reported that the legislation has passed the state house with only one amendment that would make it take effect January 1, 2005. It is House Bill HB/5644. The bill will now be forwarded to the state Senate.
- B. Emeritus nominations – The board received a letter from a member requesting that member James Szejeda be granted emeritus status

Motion by Alan Hauck and seconded by Pat Donovan to grant James Szejeda emeritus status membership in MEHA. Motion passed unanimously on a voice vote. John N. Gohlke is to contact Jim by letter informing him of this status. John will also notify MALPH of this change.

- C. 2004 Food Protection Conference - hotel contract and dates – Adjustments need to be made to the conference. Eliminate five meals and possible changes in dates. John will contact Chuck Lichon to discuss possible changes. The first day of the conference will be a workshop held at NSF.
- D. MEHA website – The website needs to be updated. The general consensus of the Board is to have each board member review the information that they are liaison to and report to John any suggested deletions and changes. The board also agreed to remove the discussion group section on the website.
- E. Annual Treasurers report – Attach to the annual treasures report the letter from Kevin Datte dated 4/21/04. Kevin is Chairperson of the Audit Committee.
- F. MUCC renewal – MUCC still has not reciprocated membership to MEHA. Pat Donovan will draft a letter contacting MUCC for resolution of this matter.
- G. Bio-terrorism Conference – NEHA sent us the certificates of attendance for distribution. MEHA is unable to distribute these certificates because we do not have the addresses of many the attendees. Bruce is to contact NEHA and return the certificates for their distribution.

VII. NEW BUSINESS

- A. Membership renewal date – Currently the membership year runs from January 1st to December 31st. The fiscal year runs from July 1st to June 30th. Discussion centered on changing the membership year to match the fiscal year. The 2005 membership dues would not be due until July 1, 2005.

Motion by Alan Hauck and seconded by Brian Cecil to change the membership year to coincide with MEHA's fiscal year of July 1st to June 30th. The 2004 membership will be extended through June 30, 2005.

Discussion centered on membership dues and the fact that dues have not been adjusted since 1997. Motion passed unanimously on a voice vote.

Motion by Brian Cecil and seconded by Kim DeMars to increase membership dues to \$40.00 per year, with the increase taking effective July 1, 2005. Discussion held on the need to increase dues. Brian Cecil withdrew his motion. Kim DeMars agreed with the withdrawal.

The general consensus of the board is to place this topic on a future agenda.

- B. Conference speaker registrations – MALPH would like a policy statement indicating that conference speakers get a 1 day registration or full conference registration. John will write a proposal and bring it back to a future board meeting for discussion.
- C. Food Protection Conference and the Great Lakes Conference on Food Protection – Discussion held regarding the possibility of these two conferences being run in concurrence.
- D. Michigan State Parks Meeting Invitation – Discussed earlier under President’s Report D.
- E. Membership list & the MEHA logo – A Request for the use of MEHA’s logo & membership list has been requested by several companies and organizations. Our continuing policy is to not make these items available for sale.

VIII. COMMITTEE REPORTS

- A. AEC Committee – The final report for the 2004 conference has not been finalized. However, a meeting is scheduled and the final report will be submitted before the due date.

Motion by Brian Cecil & seconded by Pat Donovan to appoint Bruce Du Hamel chair of the 2006 Annual Educational Conference. Motion passed unanimously on a voice vote.

- B. Awards Committee – Two mistakes were made in the awards plaques. The Award Company will redo the plaques and pay for the labor involved. MEHA will pay for the materials. Pat Donovan was asked to Co-chair the Awards Committee. Information on the awards as well as nomination forms will be on the web at www.meha.net
- C. Continuing Education Committee – CEU’s earned and submitted to MEHA will also be submitted to NEHA for members who have their REHS credential. This will be discussed at the planning session.
- D. Professional Development – Steve Hall, Chair of the Professional Development committee informed the board that Julie Melia has met the conditions for a \$100.00 disbursement from the Professional Development fund.

Motion by Bruce Du Hamel and seconded by Mary Malta to disburse the funds as recommended by the committee. Motion passed unanimously on a voice vote.

- E. Recreational Waters Conference – John will contact the committee to discuss submission of a final report. Discussion held about running this conference as a separate conference or as a area of interest at the AEC. Another possibility discussed was having this conference run in conjunction with (either before or after) another conference.

Motion by Bruce Du Hamel and seconded by Kim De Mars that commencing in 2005, the Recreational Waters Conference will run as a prelude (the day before) to the AEC. An individual chair person will be appointed for this conference. Motion passed unanimously on a voice vote.

IX. NEXT MEETING

The Executive Board will meet at the annual planning session to be held at the Ralph A. Mac Mullen Conference Center, Higgins Lake, Michigan. The Executive Board meeting is on Friday, June 11, 2004. This meeting will start at about 8:30 a.m. The annual planning session meeting is on Thursday June 10, 2004 and will start at 10 a.m.

X. ADJOURNMENT

Motion by Bruce Du Hamel and seconded by Kim De Mars to adjourn the Executive Board Meeting at 3:01 p.m. Motion passed unanimously on a voice vote.

Respectfully submitted,

Alan B. Hauck R.S.
Secretary MEHA
April 23, 2004