



# 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 June 11, 2004

### I. CALL TO ORDER

The Executive Board of the Michigan Environmental Health Association held a meeting on June 11, 2004 at the Ralph A. MacMullen Conference Center, Higgins Lake, Michigan. President John N. Gohlke called the meeting to order at 8:30 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: Paul Nelson, Sarah Conlin, Larry Johnson, Michael Patterson, Chuck Lichon, and Joe Crigier.

### II. ADDITIONS TO THE AGENDA

#### A. Unfinished / Old business

- add item # C – Old Ready References.
- add item # D – 2005 AEC location..
- add item # E – Fact sheets.

#### B. New Business

- add item # B – MALPH contract.
- add item # C – Membership dues.
- add item # D – Strategic Fund.

**Motion by Alan Hauck and seconded by Ryan Whaley to accept the agenda as revised. Motion passed unanimously on a voice vote.**

### III. SECRETARY'S REPORT

A. Draft copies of the April 23, 2004 Executive Board meeting minutes were submitted for review.

**Motion by Bruce Du Hamel and seconded by Derrick Simmons to accept the minutes as submitted. Motion passed unanimously on a voice vote.**

- B. Draft copies of the March 18, 2003 Annual Business Meeting minutes were distributed to the board members. The minutes will be distributed to the membership for review at the 2005 Annual Business Meeting.

#### **IV. TREASURER'S REPORT**

- A. Draft copies of the Treasurer's report dated April 8, 2004 through May 7, 2004 were passed out and reviewed. Several line items were discussed. Becky Ouellette reported that two checks were returned as NSF and that the bank charges our account a service fee for each returned check. Each person will be asked to pay the assessed fees and handling charges.

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

- B. Becky Ouellette passed out information received from our bonding insurance company regarding reconciling bank statements. She will contact the carrier to discuss the matter with them.
- C. Bruce submitted his final expense account report for attending the 2004 NEHA AEC. Becky reported that his total cost was under the proposed budget.

**Motion by Brian Cecil and seconded by Alan Hauck to reimburse Bruce Du Hamel for his expenses to attend NEHA's 2004 AEC as MEHA's delegate. Motion passed unanimously on a voice vote.**

- D. Paul Parsons of AG Edwards sent Becky a sample investment policy statement for foundations and endowments. Becky will send a copy of the sample policy to board members, audit committee and the endowment committee members for review. This item will be placed on a future agenda for discussion.
- E. Mike Ells is retiring for Ferris State University. Alan Hauck agreed to contact Ferris about the Art Harvey Award.
- F. Discussion held about setting up a fund to dispense money to pay for MEHA's Scholarships and Professional Development Awards. Currently these funds are distributed out of the general fund.

**Motion by Bruce Du Hamel and seconded by Ryan Whaley authorizing the Treasurer to set up a holding account for distribution of scholarships and awards. The Treasurer shall deposit \$3000.00 into this account. Motion passed unanimously on a voice vote.**

- G. The 2004/2005 proposed MEHA budget was discussed and will be acted on at the August board meeting.

**V. PRESIDENT'S REPORT**

- A. Non-renewed membership registrations – John N. Gohlke reported that second notices were distributed to members who did not renew their dues. Bruce Du Hamel stated that many state organizations do not drop non-renewed members from their mailing list. It was suggested that we should keep an active and non-active list. Larry Johnson will question MALPH on the feasibility of setting up an active and non-active list.
- B. Committee chairs and board liaisons – John passed out a revised list at the June 10<sup>th</sup> planning session. An updated list will be distributed.

**VI. UNFINISHED / OLD BUSINESS**

- A. RS legislation report – Bruce Du Hamel reported that the legislation has passed the State House of Representatives and will be introduced into the State Senate by Senator Patricia Birkholz. It is House Bill HB/5644.
- B. Emeritus Status – Granting emeritus status to a member who did not request the award was discussed. A suggestion was made to create a lifetime membership fee.
- C. Old Ready References – Several members have collected past ready references to be distributed to other nations. Brian will contact Diane and Joel Gorch to discuss the the distribution of this material.
- D. 2005 AEC location – Chuck Lichon presented information on a possible site for the 2005 AEC.

**Motion by Bruce Du Hamel and seconded by Kimberly DeMars to accept the Double Tree Hotel in Bay City, Michigan for the site of the 2005 AEC. Motion passed unanimously on a voice vote.**

- E. MEHA Fact Sheets – Updates of existing pamphlets and fact sheets were discussed. Board members are to review all fact sheets on the web site ([www.meha.net](http://www.meha.net)) and make any suggestions for updates/changes and bring them the August board meeting for discussion.

New proposed fact sheets will be distributed and reviewed at the August board meeting. John will distribute copies in advance.

**VII. NEW BUSINESS**

- A. NEHA AEC report – Bruce Du Hamel gave his report on the 2004 NEHA AEC. He reported that NEHA took in approximately \$3500.00 from their silent auction. NEHA has an ambitious goal of 1 million dollars for their endowment fund. Fifty percent of their conference attendees are non-NEHA members. NEHA's membership has stayed steady over the last 10 years and is currently at about 5000 members. Last year NEHA had only one application for their sabbatical to England. They also have a sabbatical to Canada. If an affiliate were to extend a formal request to NEHA,

they will put that state on their list for consideration as a host site for their AEC. This item will be discussed at a future board meeting. Bruce will give a full report to the membership at MEHA's 2005 AEC.

- B. MALPH contract – John N. Gohlke passed out the proposed MALPH contract. MALPH highlighted several areas that they believe need to be changed. Most of the updates are changes in dates. Changes were discussed and made. The annual increase is proposed at 3%. However, their indirect rate was reduced to 14 % making the renewal contract increase only about \$200.00.
- C. Membership dues – Discussion held regarding the need for adjusting annual membership dues. Pat Donovan asked that prior to the introduction of a proposal on membership dues, the president should broach the topic in an open letter to the membership through an article in the MEHA Journal and a posting on MEHA's website ([www.meha.net](http://www.meha.net)).

**Motion by Bruce Du Hamel and seconded by Brian Cecil to increase membership dues to \$40.00 per year effective July 1, 2005.**

**Discussion held regarding the overall benefit and need for a dues increase. Several reasons for not increasing the dues were given. Discussion then centered on using the proposed dues increase for:**

- **operational enhancements to the web site ([www.meha.net](http://www.meha.net)),**
- **continuous updates to the Ready Reference (the suggestion is to have the committee review and upgrade one section/year),**
- **the endowment fund, and**
- **to cover the continual increase in overall operating expenses.**

**Call to question.**

**Motion passed on a hand count vote of 9 to 1. Voting for the motion were: Bruce Du Hamel, Brian Cecil, Alan Hauck, Ryan Whaley, Becky Ouellette, Derrick Simmons, Kimberly DeMars, Tricia Dreier & Mary Malta. Voting against the motion: Pat Donovan.**

Pat stated that he voted against the motion following the expressed direction of the Northern Regional Association that he represents.

- D. Strategic Fund – The Secretary brought to the attention of the board that option one approved by the membership at the AEC directed the board “to sequester the funds in a protected account for a period of three years...” The general consensus of the board is that this statement is to protect the account from uses that are not approved. Not a statement on how the money is to be invested.

**VIII. COMMITTEE REPORTS**

- A. Food Protection Conference –Kim DeMars passed out the proposed 2004 Food Protection Conference budget. The proposed budget was reviewed. Individual line items such as gifts, exhibitors etc. were discussed. The proposed budget will be revised and brought back for action at the August board meeting. The Great Lakes Food Conference will conduct their business on Friday afternoon on the final day of our conference.
- B. On-site Wastewater Conference – Their final report is in the process of being finalized and will be submitted at the August board meeting.

**IX. NEXT MEETING**

The Executive Board will meet on August 6, 2004 at the MDEQ offices in Cadillac which is located at 120 W Chapin St., Phone # (517) 522-5398. The meeting will start at 10:30 a.m.

**X. ADJOURNMENT**

**Motion by Ryan Whaley and seconded by Mary Malta to adjourn the Executive Board Meeting at 11:40 a.m. Motion passed unanimously on a voice vote.**

Respectfully submitted,

Alan B. Hauck R.S.  
Secretary MEHA  
June 11, 2004