

**Michigan Environmental Health Association
August 6, 2004 Board Meeting Minutes**

President John Gohlke called the meeting to order at 10:25am.

Members present: John Gohlke, Kimberly DeMars, Pat Donovan, Bruce DuHamel, Mary Malta, Tricia Dreier, Becky Ouellette, and Brian Cecil.

Guests present: Food Conference Chair, David Peters

Members excused: Ryan Whaley, Alan Hauck, and Derrick Simmons

Additions to the agenda were as follows: Under unfinished business; add items E. 2004 NEHA conference, F. IAFP budget presentation, G. Budget issues, i.e.: Insurance, H. Awards and Scholarships. New business; add items C. Joint MALEHA/MEHA meeting, D. Food Safety Decals. Committee reports, B. Food Conference budget.

Secretary's report for June 11, 2004 changes: Change members absent to guests present; remove Chuck Lichon and Mike Patterson. Section III / B Change date of draft to 2004.

A motion to approve was made by Becky Ouellette with the changes as noted, 2nd. By Kimberly DeMars, motion carried.

President Gohlke proposed a skip in the agenda due to the presence of the Food Conference Chair to move directly to the agenda item B. under Committee reports, all agreed.

Dave Peters submitted a new budget and proposed agenda for review and discussion. Discussion on the costs associated with the lunch, breaks, number of attendees projected, and speaker gifts.

A consensus opinion was reached among those present to eliminate the social hour and speaker gift. The reasons considered were that given the location and proximity to other items of interest and what is projected to be a large percentage of the attendee's commuting to the event and not spending the night.

Bruce asked about adjusting the numbers of attendees downward based on some of his preliminary discussion with other EH directors.

Pat had questions about the availability of continental style breakfast as opposed to a scheduled break that would add additional cost.

John then directed the conference chair to remove the social hour, announce a gathering at the conference where space could be available for those to stay and socialize, revise the brochure, and update the information on the website with the appropriate registration information. Dave agreed to make the changes and finalize all of those issues.

Treasurer's report: No issues were raised regarding the submission of the May 8 – June 7 and the June 8 – July 7, 2004 monthly reports.

A motion was made to approve the proposed 2004/2005 MEHA budget as adjusted motion by Pat, seconded by Tricia. Motion carried.

Discussion: Awards and scholarship fund creation directed by the board to place \$3000.00 into the fund was done in July 2004.

A revised copy of the description of the Awards and Scholarship Fund (fund balance destination, to be determined) was submitted.

Discussion on the issue of insurance and bonding of the officers; no resolution was made. Due to the requirements for deposit and checking activity this would not be feasible. Information is still being gathered regarding the best course of action for the board to recommend on this issue.

Pat will contact Mike Ells with reference to the plaque located at FSU having an incorrect inscription. (College / University)

MALPH has cut-off dates for refunds regarding conference registration. The issue was for registrants who were unable to attend and were requesting a refund. Direction was given for those individuals with questions to contact MALPH directly.

There are no final accounting figures for the silent auction due to outstanding payments for items purchased.

The final report for the AEC is being revised and finalized by Julie and Mark Bertler.

Break for Lunch 11:30 -12:30

Additional budget issues: Conference registration costs, sponsorship of events, and fundraising issues.

An informal comparative cost analysis was done by Bruce showing conference attendance from the previous five years.

Cost cutting measures were discussed as a part of the overall budget discussion.

Presidents report:

National Mosquito control issue: Comments from MEHA, John sent a memo to Mel Poplar for MDA and the Mosquito control program to make a joint response. (NEHA asked for a response) we were looking to be included in any recommendation.

MEHA / MALPH contract: Minor changes to contract will be addressed by John and Julie. **A motion was made by Bruce, seconded by Brian authorizing John to sign the contract after changes are made, motion carried.**

A general discussion was taken up regarding the way monies are spent by MALPH pursuant to Pat asking how monies were dispersed.

Terrorism and All-Hazards Preparedness Funding Opportunity, Becky talked with John Tilden who said it is a complicated application process and has numerous issues that would need to be addressed to even apply. It was decided not to pursue with unanimous support.

2005 AEC conference venue change, due to the conference facility in Bay City double booking our event we were bumped and a new location has been secured with substantial cost savings. We will now hold the 2005 AEC at the Frankenmuth Bavarian Inn. The room rate established for the conference will be 89.00.

The conference is set for March 2, 3, 4, 2005. **A motion was made by Pat and seconded by Becky to move the location, motion carried.**

Unfinished Business:

RS report was given that it had passed the senate and was going on to Governor Granholm for her signature.

Emeritus nominations; a discussion covering long term dues, mailing costs associated with the Ready Reference and the periodic updates, no final outcome was resolved during the discussion.

Old Ready References; Collections were agreed to be made at individual offices by staff and given to MALEHA by Bruce. Calls have also been received by MALPH, Brian agreed to contact MALPH with regard to the issue and our determination that they should per our contract be able to store the amount that would be turned in during the interim that they would be collected by Bruce.

Website update; corrections and updates need to be made regarding the Ready Reference, and the Journal publication, and local EH issues.

2005 NEHA Conference; a letter was sent requesting NEHA consider Michigan as a national conference location.

IAFP proposed budget; the proposed budget for the conference was given to all members by Brian. **Bruce made a motion seconded by Pat to approve the budget, motion carried.**

A motion was made by Pat to remove all of the fact sheets from the website with the exceptions of Flooded Basements, Understanding your Water Sample Results, Buying Property, and Don't Get Stuck, Mary seconded and the motion carried.

A motion was made by Bruce to change the charges of the Environmental Education and Advisory Committee by the removal of items #4 & #6 and re-number their charges, seconded by Kim, motion carried.

Board of Sanitarian's advisory group; discussion about the potential make-up of the group and who could and would be nominated. What input will MEHA have in the make-up of the group? All present were asked to come to the next board meeting with potential candidates and their credentials for recommendation to the group. Kim agreed to contact Representative Stakoe regarding the potential appointments and how that would occur.

Conference planning; the question was brought up regarding the concept of combining conferences into a single week or portion of a week conference covering numerous topics. The issue was related to the lack of attendance, maximizing departmental budgets, quality of the event, etc. all agreed to discuss the matter further.

Joint MALEHA / MEHA meeting; MEHA needs to host a joint meeting, retreat or the like to have both executive boards meet and arrive at some consensus opinions regarding direction and related issues. Bruce agreed to pursue the issue.

Food Safety Decals; Becky brought up that a grant from MDA would be paying MEHA back for the \$12,900.00 to be used to print another run of the popular decals. It was agreed that due to the incentives offered, the credit card should be used for the payment.

Liability Policy; Pat made a motion to allow the liability insurance policy for the treasurer to lapse, seconded by Bruce. In addition to the motion Becky will send a letter of explanation. Motion carried with Mary Malta abstaining.

Committee Reports:

A memo was received and read from Paul Nelson regarding the fact sheets. The membership committee reported in an e-mail to John regarding the tracking of membership dues. MALPH currently tracks dues, but does not specify who pays the dues; MALPH also keeps a list of inactive members and will update the different brochures as needed. They reported that 90 members were placed on the inactive list.

Correspondence: Book order forms that are currently in our list of resources need to be updated. This was in reference to a member inquiry.

The issue of the cost associated with the Higgins Lake retreat was discussed.

Affiliate Reports:

SSS – There are outstanding reporting issues from the fall 2003 conference.

UPEHA – No Report

NMEHA – A letter about dues and Pat's term on the board was sent to all members of the affiliate with limited response, it was agreed that it should be re-iterated in the journal.

SEMEHA – No Report

A motion was made by Bruce and seconded by Tricia to adjourn the meeting, motion carried, meeting adjourned at 3:20pm.

Minutes are taken and submitted by President Elect Brian Cecil on behalf of Secretary Alan Hauck.

August 6, 2004