



# 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 September 17, 2004

### **I. CALL TO ORDER**

The Executive Board of the Michigan Environmental Health Association held a meeting on September 17, 2004 at St. Ignace City Hall, St. Ignace, Michigan. President John N. Gohlke called the meeting to order at 10:15 a.m.

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

Members Absent: Derrick Simmons & Tricia Dreier, both excused.

Guest Present: Peggy French

### **II. ADDITIONS TO THE AGENDA**

- A. Unfinished business
  - add item # E – Old Ready References.
- B. New Business
  - add item # C – MEHA, MOWRA & MISTA letter of understanding.
  - add item # D – New membership brochure.
  - add item # E – 2005 Food Protection Conference.

**Motion by Pat Donovan and seconded by Kimberly DeMars to accept the agenda as revised. Motion passed unanimously on a voice vote.**

### **III. SECRETARY'S REPORT**

- A. The August minutes were deferred until the October board meeting.

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

- A. Draft copies of the Treasurer's report dated July 8, 2004 through August 6, 2004 were passed out and reviewed.

**Motion by Pat Donovan 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 August 7, 2004 through September 7, 2004 were passed out and reviewed

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

- C. Becky Ouellette reported that the checking account balance as of today was \$3,700.25

## **V. PRESIDENT'S REPORT**

- A. October Executive Board meeting – is scheduled for October 21, 2004 at 9:30 a.m., at Constitution Hall, 2nd floor, Robert Danhoff Room, Lansing. A joint MEHA/MALEHA Board meeting will be held in the afternoon.
- B. Institute for Conservation Leadership – John N. Gohlke reported that he received a call from the Institute of Conservation Leadership and offered to have two MEHA members attend their conference. The cost would be \$1000.00. The general consensus of the board was not to attend.
- C. Pat Donovan's recognition by MDEQ – John sent a letter informing MDEQ that Pat Donovan received MEHA's first annual Samuel M. Stephenson Award. MDEQ acknowledged and congratulated Pat on attaining this award. The article recognized both Pat and MEHA for their accomplishments.
- D. MALPH/MEHA contract – John reported that the contract was approved and submitted to MALPH.

## **VI. UNFINISHED BUSINESS**

- A. Board of Sanitarians Advisory Group – Information on the appointment process was passed out and reviewed. Interested individuals can go to [www.michigan.gov](http://www.michigan.gov) and fill out an online application. To find the application go the Governor's homepage. The actual link is [www. http://michigan.gov/gov/0,1607,7-168-21984---,00.html](http://www.michigan.gov/gov/0,1607,7-168-21984---,00.html)  
Note: To open this link, depress the control key (CTRL) then left click the mouse button on the link above.

**Motion by Pat Donovan and seconded by Brian Cecil to move to executive session at 11:43 am for discussion of possible Sanitarians that MEHA could contact to check their interest in applying for consideration to be on this advisory group. Motion passed unanimously on a voice vote.**

**Motion by Pat Donovan and seconded by Brian Cecil to come out of executive session at 12:00 pm. Motion passed unanimously on a voice vote.**

- B. Environmental Education Committee – Their next meeting is scheduled for October 29, 2004. John Gohlke and Mary Malta will attend this meeting to discuss changes.

- C. Insurance and Bonding – Our insurance policy for bonding of the Treasurer does not properly cover the organization because of the duties the treasurers position is required to do. Our constitution requires our treasurer to be bonded. Therefore this particular policy does not meet our needs.

**Motion by Becky Ouellette and seconded by Bruce Du Hamel to discontinue this policy. Motion passed on a 7 -0 vote. Kimberly DeMars abstained.**

**Motion by Becky Ouellette and seconded by Bruce Du Hamel to investigate a bonding company that will bond the Treasurer and President for their particular functions and as per the organizations constitution. Motion passed unanimously on a voice vote.**

Brian Cecil agreed to look into a new policy.

- D. Vegas Night at the 2005 AEC – Becky Ouellette reported that the Endowment Committee indicated that a Vegas Night should be looked on as a breakeven activity. Brian Cecil suggested and will ask Mike Morehouse to organize and conduct this Activity.
- E. Old Ready References – Bruce is continuing to collect old Ready References. Board members should bring any books for distribution to the October board meeting.

## VII. NEW BUSINESS

- A. Conference speaker facilitator position – The Endowment Committee suggested that a conference facilitator position to act as a repository to help keep track of speakers on various topics be created. Topic to be discussed again at a future board meeting.
- B. Disbursement of monies from the silent auction – The Endowment Committee had proceeds of \$3093.30 from the silent auction and raffle at the 2004 AEC.

**Motion by Bruce Du Hamel and seconded by Brian Cecil authorizing \$3000.00 for the Professional Development Fund and the \$3093.30 for the Endowment Fund be moved into the particular accounts at an appropriate time as determined by the Treasurer. Motion passed unanimously on a voice vote.**

- C. MEHA, MOWRA & MISTA letter of understanding – A final report for the On-site Wastewater Conference was not submitted within the 90 day time frame as per our agreement. In addition, other items in the agreement are not being adhered to. The agreement will be discussed at a future board meeting. Several proposals were discussed about placing a surcharge on the registration fee to help defray MEHA's cost pursuant to our roll in processing the registrations.

**Motion by Brian Cecil and seconded by Ryan Whaley to invite the Conference Chair, Ted Loudon and Treasurer, Dan Sandahl to a future board meeting to discuss the letter of understanding and the finances of the 2004 On-site Wastewater Conference. Motion passed unanimously on a voice vote.**  
Bruce Du Hamel will make contact with these individuals.

- D. New membership brochure – A suggestion was presented for the Membership Committee to create a new membership brochure that promotes MEHA and distribute this to FDA, consultants, industry and to other private organizations to increase the awareness of and membership in this organization. Peggy French suggested that students in high schools and colleges with programs in Environmental Health be included in any distribution of brochures. John Gohlke will discuss this with Larry Johnson, Chairperson of the Membership Committee.
- E. 2005 Food Protection Conference – A letter to the MEHA Board from Barb Coy, MDA was passed out and reviewed. Ms. Coy is inquiring to see if MEHA would be willing to co-host with MDA and FDA the 2005 FDA Central Region Retail Food Protection Seminar. Becky Ouellette will request additional information and report back at a future board meeting.

## VIII. COMMITTEE REPORTS

- A. Annual Educational Conference – The first meeting of the 2005 AEC Committee was cancelled and rescheduled for the last week of September. Additional committee members are needed.

The 2006 AEC Committee Chair Bruce Du Hamel reported that they are looking into Sault Sainte Marie and Mt. Pleasant areas as possible conference sites. Preliminary discussions have already begun. Bruce also reported that he informally talked to several directors about holding a weeklong AEC conference with certain topics discussed each day. The feedback for this concept was favorable. The general consensus of the board is to look into this concept.

- B. Awards Committee – An updated nomination process & forms are posted on MEHA's website [www.meha.net](http://www.meha.net) An announcement will be made at each conference.
- C. Endowment Committee – The period that raffle tickets will be available for purchase will be expanded.
- D. Environmental Education – Reported on earlier under unfinished business # B.
- E. Food Protection Conference – The conference is scheduled for November 3- 5, 2004 in Ann Arbor, Michigan. Also reported on under new business # E.
- F. Groundwater Conference – Conference is scheduled for October 5–7, 2004 in Grayling.
- G. Nominations and Resolutions Committee – The committee is in the process of determining members interested in running for vacant seats.
- H. Professional Development Committee – The committee is looking into developing study material and a loan system for REHS study material. The general consensus of the board is to encourage the committee into developing a system.

- I. Registered Sanitarian Committee – Reported on earlier under unfinished business # A.
- J. Recreational Water Conference Committee – This committee does not have a chair. John Gohlke will ask Paul Sissons to chair this committee.
- K. On-site Wastewater Conference – Reported on earlier under new business # C.

**IX. CORRESPONDENCES**

- A. Final notice for dues was sent to MUCC. Pat Donovan will contact MUCC for payment.

**X. NEXT MEETING**

The Executive Board will meet on Thursday, October 21, 2004 at Constitution Hall, 2nd floor, Robert Danhoff Room, Lansing, Michigan. A joint MEHA/MALEHA Board meeting will be held in the afternoon. The meeting will start at 9:30 a.m.

**XI. ADJOURNMENT**

**Motion by Brian Cecil and seconded by Mary Malta to adjourn the Executive Board Meeting at 1:57 p.m. Motion passed unanimously on a voice vote.**

Respectfully submitted,

Alan B. Hauck R.S.  
Secretary MEHA  
September 17, 2004