



# 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 December 3, 2004

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

The Executive Board of the Michigan Environmental Health Association held a meeting on December 3, 2004 at Mid-Michigan District offices, St. John's, Michigan. President-elect Brian Cecil called the meeting to order at 10:00 a.m.

Members Present: Bruce Du Hamel, Brian Cecil, Alan Hauck, Pat Donovan, Mary Malta  
Derrick Simmons, Becky Ouellette, Kimberly DeMars, and Tricia Dreier.

Members Absent: John N. Gohlke, Ryan Whaley both excused.

Guest Present: None

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

A. Unfinished business:  
add item # A – Dues Notification  
add item # B – Wastewater Conference  
add item # C – Bonding  
add item # D – MEHA web site  
add item # E – Meeting with MALEHA

B. New Business:  
add item # D – Conference planning packets  
add item # E – Future conference planning

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

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

A. The October 21, 2004 minutes were reviewed.

**Motion by Derrick Simmons and seconded by Becky Ouellette to approve the minutes as amended. Motion passed unanimously on a voice vote.**

#### IV. TREASURER'S REPORT

- A. Draft copies of the Treasurer's report dated October 8, 2004 through November 5, 2004 were passed out and reviewed. Discussion held regarding some individual line items and the Endowment Fund balance which increased \$1287.72.

**Motion by Bruce Du Hamel seconded by Pat Donovan to accept the treasurer's report as submitted. Motion passed unanimously on a voice vote.**

- B. Becky Ouellette reported that the organization has a new accountant.

#### V. PRESIDENT'S REPORT – Tabled

#### VI. UNFINISHED BUSINESS

- A. Dues notification – MEHA memberships expire on June 30, 2005 with renewals due by July 1, 2005. Discussion held regarding that date when registrations should be mailed out. It was suggested that renewals be made available at the time of the AEC to make it easier for members to renew. The 1<sup>st</sup> renewal should be mailed out in April. With the 2<sup>nd</sup> notice being sent out by June 1, 2005.

- B. Wastewater Conference – Becky Ouellette reported that we have not received a final report for the 2004 conference. Ted Loudon could not attend this meeting. Discussion held regarding the long range goal of MEHA moving to a “week long” conference that would include more specific program presentations. It was suggested that MSTA and MOWRA be invited to meet to discuss this partnership. Discussion held regarding the “in kind” expenses that are associated as part of MEHA's inherent cost of using MALPH as part of the registration process etc.

**Motion by Alan Hauck and seconded by Becky Ouellette to formally invite the Presidents of MSTA and MOWRA to discuss the future of the wastewater conference, letter of understanding and MEHA's future participation due to the change in focus of our AEC.**

**Discussion held regarding revising the letter of understanding between the three organizations. Move to question. Motion passed unanimously on a voice vote.** Bruce will draft a letter to MSTA and MOWRA for review by President John N. Gohlke.

- C. Bonding – It takes about 45 days when a request is put out to obtain bids on coverage. The cost for \$100,000 of bonding is 484.79 per year. All of the companies submitting bids require dual signatures on all checks and accounts, separate deposits and separate reconciliation of accounts. Additional inquiries for more specific coverage are being requested. A suggestion was made to bring information about this problem to the membership at the AEC. Discussion to amend the bylaws to cover the requirements for bonding to cover the balances of the Strategic, Reserve and the Endowment Fund balances. The existing wording in the bylaws is: “The person or persons authorized by the Executive Board to handle association funds shall be bonded for the amount determined by the Executive Board.” Becky Ouellette will inquire of AG Edwards as to their policy for accessing funds and what is their bonding policy. Brian Cecil will request more specific information as to how other organizations are covered.

- D. MEHA's website – Tabled

Kimberly DeMars arrived at the meeting at 1 p.m.

- E. Meeting with MALEHA – MALEHA Executive Board of Directors were not notified about the joint meeting between the two organizations until the day of the meeting. Brian Cecil will talk to John about contacting Gene Paez about setting up a future meeting.

## VII. NEW BUSINESS

- A. Raffle ticket distribution – Bruce Du Hamel passed out Endowment Fund raffle tickets to board members.
- B. Nominations and Resolution Committee report – Bruce Du Hamel passed out this committee's report as prepared by committee chairperson Joe Crigier on nominees for the upcoming election. No guests were present in the room at the time of the discussion of the nominees. Discussion held regarding nominees. Two additional nominees were nominated by board members.

**Motion by Bruce Du Hamel and seconded by Mary Malta to accept the nominees. Motion passed on a voice vote of 7 to 0. Alan Hauck and Becky Ouellette abstained.**

The board thanked Alan Hauck for his years of service to MEHA as Secretary.

- C. Awards Committee Report – **Motion at 1:25 pm by Bruce Du Hamel and seconded by Becky Ouellette to move to executive session to discuss MEHA's awards. Motion passed unanimously on a voice vote.** Moved out of executive session at 1:42 pm.
- D. Conference planning packets – The cost for travel of conference speakers needs some review. Some of the air expenses especially when booked at the last minute are getting very expensive. The conference chair packets should be reviewed and updated as necessary to include information covering travel expenses for speakers. Becky Ouellette requested that conference expense reports include more detailed information on speakers and actual expenses.
- E. Future conference planning – It was suggested that all Committee Chairs be invited to a board meeting to discuss the expanded AEC concept.

## VIII. COMMITTEE REPORTS

- A. Annual Educational Conference – Conference planning is well under way. They will be contacting the Bavarian Inn to discuss the contract numbers. The conference is scheduled for March 1 – 4, 2005 in Frankenmuth.
- B. Audit Committee – Typically meets in January/February.
- C. Awards Committee – Reported on under New Business # C.
- D. Continuing Education Committee – Report on their last meeting is not available.

- E. Endowment Committee – Is attempting to organize a golf outing for the spring.
- F. Environmental Education – No report.
- G. Food Protection Conference Planning Committee – Final report is in the process of being completed.
- H. Grants & Training Funds Committee – No Report.
- I. Groundwater Conference Planning Committee – No report.
- J. Membership Committee – This committee met November 17th. They are in the process of reviewing and updating various literature. They will be looking into and make a recommendation to the board regarding emeritus status.
- K. Nominations and Resolutions Committee – Reported on under New Business # B.
- L. Professional Development Committee – No report
- M. Recreational Water Conference Planning Committee – No Report
- N. Registered Sanitarian Committee – Two members have submitted their names to the state for appointment to the advisory board.
- O. On-site Wastewater Conference Planning Committee – Scheduled for January 11 – 13, 2005 in Lansing.

**IX. CORRESPONDENCES** – None

**X. AFFILIATE REPORTS** –

NMEHA – Their next meeting has not been scheduled at this time

SEMEHA – Met December 2, 2004 in Frankenmuth

SSS – No report

UPEHA – No report

**XI. NEXT MEETING**

The Executive Board will meet on Friday, January 14, 2005 at MDA offices, Lansing, Michigan. The meeting will start at 9:30 a.m.

**XII. ADJOURNMENT**

**Motion by Kimberly DeMars and seconded by Tricia Dreier to adjourn the Executive Board Meeting at 2:10 p.m. Motion passed unanimously on a voice vote.**

Respectfully submitted,

Alan B. Hauck R.S.

Secretary MEHA

December 3, 2004

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