



# 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 February 10, 2006

### I. CALL TO ORDER

The Executive Board of the Michigan Environmental Health Association held a meeting on February 10, 2006, at the Treetops Resort in Gaylord, Michigan. President Brian Cecil called the meeting to order at 10:10 am.

Members Present: Brian Cecil, Alan Hauck, John N. Gohlke, Kristen Schweighoefer, Ryan Whaley, Mary Malta, Tricia Dreier, Tracy Nelson, Rebecca Ouellette

Members Absent: Derrick Simmons, Kimberly Beanum-Coleman, all excused

Guests Present: Pat Donovan, Bruce DuHamel

### II. ADDITIONS TO THE AGENDA

- A. There were the following additions to the agenda.

Secretary's Report

Add Item B – Committee Report Updates

Treasurer's Report

Add Item B – Reimbursement Request

**Motion by Ryan Whaley and seconded by Rebecca Ouellette to accept the agenda as amended. Motion passed unanimously on a voice vote.**

### III. SECRETARY'S REPORT

- A. Approval of Minutes  
The January 12, 2006 minutes were reviewed.

**Motion by Alan Hauck and seconded by Tracy Nelson to approve the minutes as amended. Motion passed unanimously on a voice vote.**

- B. Committee Report Updates  
Kristen Schweighoefer went over the committee reports received to date for the Annual Business Report. After some discussion, it was decided that the Sanitarian Registration ad hoc Committee and the Site Selection Committee would be moved from the "Committee" section to the "Additional Information" section. There was some

discussion on keeping the Board updated on the activities of the Sanitarian Registration Committee if there is no ad hoc committee report. The meetings of the Sanitarian Registration Committee are open meetings, and so the President or President-Elect will attend these meetings as their schedules permit

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

##### **A. Monthly Report**

The December 8, 2005 through January 6, 2006 Treasurer's Statement was distributed and reviewed. There was some general discussion on individual line items. Specifically, there was an error in the calculation of the expenses for the AEC Raffle. Rebecca will contact the gaming commission and explain the error.

**Motion by Ryan Whaley and seconded by Tricia Dreier to accept the treasurer's statement as submitted. Motion passed unanimously on a voice vote.**

Becky discussed some of the recommendations from the 2005 Audit with the Board. One of these recommendations was to break down the number of attendees by members, vendors, students and guests. This can be added to the packet given to the committee conference chairs. Tricia will add it to the conference final report form.

Additionally, the Board had a discussion on the adoption of the Audit Committee suggestions. Pat Donovan said that with the Board's direction, the By Laws Committee would draft something to address the adoption of the Audit Committee recommendations and submit it to the Nominations and Resolutions Committee.

##### **B. Reimbursement Request**

Ryan Whaley submitted his travel expenses to the Board. These expenses included 446 miles at the current rate and 1 night hotel fee of \$55 for a total of \$253.47.

**Motion by Tricia Dreier and seconded by John Gohlke to issue a reimbursement check to Ryan Whaley in the amount submitted. Motion passed unanimously on a voice vote. Ryan Whaley abstained from voting.**

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

##### **A. Welcome and Recognition of Guests**

President Brian Cecil thanked the board for their attendance at this meeting. He also thanked Bruce DuHamel and Pat Donovan for attending this meeting and updating the Board on the AEC and Award Recipients.

#### **VI. UNFINISHED BUSINESS**

##### **A. AEC Report & Tour**

The MEHA Board was able to tour the facility and see the different hotel rooms as well as conference rooms that the AEC will use. Bruce DuHamel went over the agenda and asked the Board to volunteer as moderators for some of the sessions.



LaRue L. Miller Life Achievement Award: Richard Fleece

Pat Donovan will contact the award recipients to congratulate them and get a more detailed biography for the reception.

Pat also recommended that both Harry Adrounie and Harry Grenawitzke be honored by having their names engraved on a brick in the Michigan Hall of Fame. He is waiting to hear back from the Awards Committee on their decision in this matter.

Finally, Pat also brought up the topic of the awards, monuments, etc at Ferris State University. There is an award and monument for Art Harvey as well as a tree and plaque for David H. McMullen. There was some general discussion on what will happen to these items without Ferris' Environmental Health program. It was suggested that Ron Schumacher be asked to stop by Ferris to check on these items as he lives nearby.

The Board also had some general discussion on what to do with the monetary award that traditionally went to a Ferris State student. No one received this award this year. One recommendation was to invite the remaining Environmental Health students at Ferris to the AEC and pay for their attendance from this fund.

G. Refund Policy

John Gohlke made the suggested changes to the Refund Policy. There was some discussion on specific wording. There was further discussion among the Board members on whether or not to charge those who request a refund any type of fee to cover processing costs.

**Motion by Ryan Whaley and seconded by Tricia Dreier to accept the refund policy with changes. Motion passed unanimously on a voice vote.**

**VII. NEW BUSINESS**

A. 2006 NEHA Registration

This item was covered under Unfinished Business D.

B. 2009 NEHA Bid

This item was covered under Unfinished Business C.

C. MALEHA Meeting

MALEHA's March meeting will be held at the AEC on Tuesday March 14<sup>th</sup> from 1-3pm. From 3-4 pm, a joint meeting between MALEHA and the MEHA Board will be held. The focus of the meeting will be to find ways to work together more closely in the future. The two organizations would like to rebuild relationships and partnerships.

D. Membership Development Funds

Tricia informed the group that there was an error in the fall quarterly newsletter that misinformed members that they could apply for \$150 development fund to pay for study guides and test costs. This is not accurate. The membership development fund is not intended to be used to purchase study guides or pay for test costs. This portion of the statement has been removed for use in future journals.

- E. Annual Audit  
The Audit Committee has not yet met. Brian has had difficulty in reaching Kevin Datte and is seeking alternate MEHA members to perform the audit. He suggested several people and will contact them to determine if they will be able to perform the audit before the AEC.

## **VIII. COMMITTEE REPORTS**

- A. AEC Planning Committee  
Update already given.
- B. Audit Committee  
No update.
- C. Awards Committee  
Update already given.
- D. By-Laws ad hoc Committee  
No update.
- E. Continuing Education Committee  
No update.
- F. Endowment Committee  
No update.
- G. Environmental Education Committee  
No update.
- H. Food Protection Conference Planning Committee  
No update.
- I. Grant & Training Funds Committee  
No update.
- J. Groundwater Conference Planning Committee  
No update.
- K. Membership Committee  
This committee met last month and is working hard on the directory. They have gotten a verbal agreement from NSF for a \$500 contribution. The committee would like to distribute the directories at the AEC.
- L. Nominations & Resolutions Committee  
No update.
- M. Professional Development Committee  
No update.

- N. Ready Reference ad-hoc Committee  
No update.
- O. Recreational Water & Swimming Pool Conference Committee  
No update.
- P. Sanitarian Registration ad hoc Committee  
No update.
- Q. Site Selection Committee  
Chuck Lichon hopes to information on site selection for the 2007 AEC next week.
- R. Wastewater Conference Planning Committee  
No update.
- S. Website Development ad hoc Committee  
No update.

**IX. CORRESPONDENCE**

There was no correspondence at this time.

**X. AFFILIATE REPORTS**

**SSS** – Tricia Dreier  
No updates.

**UPEHA** – Ryan Whaley  
Ryan has the agenda for their Annual Conference. He will get a PDF copy to post on the MEHA website.

**NMEHA** – Tracy Nelson  
No updates.

**SEMEHA** – Kimberly Beanum-Coleman  
The Spring meeting will be held in May and is in the planning process.

**XI. NEXT MEETING**

The Executive Board will meet on March 17, 2006 at the Treetops Resort in Gaylord, Michigan. The meeting will start at noon.

**XII. ADJOURNMENT**

**Motion by John N. Gohlke and seconded by Ryan Whaley to adjourn the Executive Board Meeting at 1:12 pm. Motion passed unanimously on a voice vote.**

Respectfully submitted,

Kristen Schweighofer, MPH, RS  
MEHA Secretary  
February 10, 2006