



# 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 March 17, 2006

### I. CALL TO ORDER

The Executive Board of the Michigan Environmental Health Association held a meeting on March 17, 2006, at the Treetops Resort in Gaylord, Michigan. President Alan Hauck called the meeting to order at 7:19 am.

Members Present: Alan Hauck, Brian Cecil, Janet Phelps, Rebecca Ouellette, Kristen Schweighoefer, Mary Malta, Tricia Dreier, Ken Priest, Lynne Tarbutton

Members Absent: Tracy Nelson, Kimberly Beanum-Coleman, all excused

Guests Present: none

### II. ADDITIONS TO THE AGENDA

There were no additions to the agenda.

**Motion by Becky Ouellette and seconded by Tricia Dreier to accept the agenda as submitted. Motion passed unanimously on a voice vote.**

### III. SECRETARY'S REPORT

- A. Review and approval of the February minutes  
The February 10, 2006 minutes were reviewed.

**Motion by Tricia Dreier and seconded by Brian Cecil to approve the minutes as submitted. Motion passed unanimously on a voice vote. New Board members Ken Priest, Janet Phelps, and Lynne Tarbutton abstained from voting.**

- B. Updates to MEHA Executive Board contact list  
The 2006-2007 MEHA Executive Board list was reviewed by the Board for updates and new Board contact information. Kristen will update the contact lists for the Board, the quarterly newsletter and the website.

- C. 2005 Affiliate report submitted to IAFFP

Kristen submitted MEHA's 2005 information to IAFP in accordance with affiliate requirements. This information is due to IAFP annually in March and includes Board information, award recipients, and copies of newsletters, publications, and conference agendas.

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

- A. Review and approval of monthly Treasurer's statement  
The January 7, 2006 to February 7, 2006 Treasurer's statement was distributed and reviewed. There was some general discussion on individual line items.

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

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

- A. Recognition and welcome of new Board members and guests  
President Alan Hauck welcomed the new members Janet Phelps, Ken Priest and Lynne Tarbutton to the MEHA Executive Board.
- B. Thank you to Brian Cecil for a job well done as President  
Alan Hauck thanked Brian Cecil for leaving everything in order as he moves from President to Past President. He stated that this effort will make it easier to move forward.
- C. Correspondence  
Brian Cecil did not receive any correspondence of note. He will drop the miscellaneous mail to Alan Hauck's office and will work on changing the contact address.

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

- A. Final budget report for the 2006 Wastewater Conference  
Alan Hauck distributed the final budget for the Wastewater Conference. MOWRA and MEHA each received \$2,594.16 from the conference. MSTA received a smaller amount because they used part of their money to cover a social event at the conference.
- B. Joint MEHA/MALEHA Board Meeting  
A joint MEHA/MALEHA Board meeting was held March 14, 2006 at the AEC. The Boards cooperatively decided that the President, Past President and President Elect from each organization would meet together to work on three main topics at this joint meeting. Namely, the joint committee will work on ensuring the success of the Central Michigan University Environmental Health program and related educational items, the MegaConference concept, and MALEHA advocacy for common interests.
- Finally, the MALEHA Board decided that their March meeting will be held at the MEHA's AEC to provide continued communication between the two groups.
- C. Update on the 2006 Food Protection Conference location

The 2006 Food Protection Conference will be held at Mission Point Resort on Mackinac Island.

D. Update on the 2007 Annual Educational Conference Location

The 2007 Annual Educational Conference will be held at the Radisson Hotel in Kalamazoo. There was also some general discussion on booking the AEC location two years in advance to achieve better contracts and/or to ensure dates and locations are available.

E. Display board case and shipping options

John N. Gohlke was not able to get any shipping information on the MEHA display board before he left the Board. IAFP shipped a display board to MEHA for use at the AEC and there was some general discussion on the type and size of shipping box as well as the display board itself. The new MEHA display board came from Staples. There are also three smaller, lighter display boards stored at the MALPH office. Alan Hauck and Kristen Schweighoefer will look at both shipping containers as well as companies that provide this service.

## **VII. NEW BUSINESS**

A. Setting of 2006/2007 Board meeting dates and locations

The Board meetings were set for the upcoming year. All meetings will start at 10 am unless otherwise noted. The person responsible for setting up the meeting location is denoted in parentheses.

April 21<sup>st</sup>, 2006 at the Ingham County Health Department (Janet Phelps)

May 19<sup>th</sup>, 2006 at the Macomb County Health Department (Mary Malta)

June 8<sup>th</sup> & 9<sup>th</sup>, 2006 at the Ralph A. MacMullen Center

August 18<sup>th</sup>, 2006 at the Barry-Eaton Health Department (Alan Hauck)

September 15<sup>th</sup>, 2006 at the Ingham County Health Department (Janet Phelps)

October 19<sup>th</sup>, 2006 at the Food Protection Conference on Mackinac Island

December 8<sup>th</sup>, 2006 in the Washtenaw County Dept. of Planning & Environment (Alan Hauck)

January 19<sup>th</sup>, 2007 at the Ingham County Health Department (Janet Phelps)

February 16<sup>th</sup>, 2007 in Kalamazoo (at the site of the AEC)

March 27-30<sup>th</sup>, 2007 in Kalamazoo, the meeting will occur sometime during the AEC

B. Annual planning session/Board meeting at MacMullen Conference Center

The Annual Planning Session is scheduled for June 8<sup>th</sup> & 9<sup>th</sup>, 2006 at the RAM Center.

C. IAFP Annual Educational Conference

Janet Phelps will be representing MEHA at the 2006 IAFP. She will submit her budget, including the costs of IAFP membership, to the Board prior to making reservations.

D. 2006/07 MEHA Committee Chairs and Board Liaisons

The 2006/2007 Committee Chairs and Board Liaisons list was updated during the meeting. Kristen Schweighoefer will update the master copy and send out to the Board, the Committee Chairs and the website.

## **VIII. COMMITTEE REPORTS**

The final 2005-2006 Committee Reports were submitted and presented at the 2006 Annual Business Meeting.

Additionally, there was some discussion on the “meha.net” email addresses that were assigned to the Board members. Some members were getting these emails, and some were not. President Alan Hauck directed all Board members to email themselves (or another Board member) and contact Ryan Whaley if you do not receive the email.

## **IX. AFFILIATE REPORTS**

Affiliate reports were given during the Annual Business Meeting held on March 16, 2006. The following information was taken from this meeting.

### **SSS** – Tricia Dreier

The Spring Conference will be held on April 28<sup>th</sup>, at the Allegan County Health Department. The cost is \$15.

### **UPEHA** – Lynne Tarbutton

Christine Daley gave the UPEHA update at the Business Meeting. Their Annual Training Conference is scheduled for April 5-7<sup>th</sup>, 2006 and will be held in Marquette. The cost of the two day conference is \$65 and additional information can be found on the MEHA website.

### **NMEHA** – Tracy Nelson

No updates.

### **SEMEHA** – Kimberly Beanum-Coleman

Mark Hodorek gave the update at the Business Meeting. The Spring Meeting will be held at the Genoa Woods Conference Center in Brighton and the cost will be \$20.

## **X. NEXT MEETING**

The Executive Board will meet on April 21, 2006 at the Ingham County Health Department in Lansing, Michigan. The meeting will start at 10am.

**XI. ADJOURNMENT**

**Motion by Janet Phelps and seconded by Ken Priest to adjourn the Executive Board Meeting at 8:30 am. Motion passed unanimously on a voice vote.**

Respectfully submitted,

Kristen Schweighofer, MPH, RS  
MEHA Secretary  
March 17, 2006