



# 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 April 21, 2006

### I. CALL TO ORDER

The Executive Board of the Michigan Environmental Health Association held a meeting on April 21, 2006, at the Ingham County Health Department in Lansing, Michigan. President Alan Hauck called the meeting to order at 10:20 am.

Members Present: Alan Hauck, Janet Phelps, Rebecca Ouellette, Kristen Schweighoefer, Tricia Dreier, Ken Priest, Lynne Tarbutton, Tracy Nelson

Members Absent: Brian Cecil, Mary Malta, 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 Tracy Nelson to accept the agenda as submitted. Motion passed unanimously on a voice vote.**

### III. SECRETARY'S REPORT

- A. Review and approval of the March 17<sup>th</sup> minutes  
The March 17, 2006 minutes were reviewed.

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

Secretary Kristen Schweighoefer also reported that she had received information from the Michigan United Conservation Clubs (MUCC) regarding their online program called e-Series. She will look into this program and see if it is of interest to MEHA. Additionally, there was some discussion on whether or not MUCC is a sustaining member of MEHA. Kristen will verify this information as well. Kristen also brought to the Board's attention the fact that some emeritus members are not returning their yearly renewal and as such are being left out of the directory. The Board is aware of this and will try to encourage emeritus members to return the application.

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

- A. Review and approval of monthly Treasurer's statement  
The February 8, 2006 to March 7, 2006 Treasurer's statement was distributed and reviewed. There was some general discussion on individual line items.

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

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

- A. Recognition and welcome of guests  
There were no guests present at this meeting.
- B. Committee Reports  
President Alan Hauck wanted to remind the Board liaisons to update the Board on activities of their committees at each Board meeting.
- C. Annual Planning Session/Board Meeting at RAM Center  
Alan will email the Board as well as the Liaisons and Chairs some information regarding the Annual Planning Session held each year in June at the RAM center.
- D. Correspondence  
President Alan Hauck received some information on a water well training that will be held for new sanitarians. There are no confirmed dates as of yet, but several proposed locations. Additionally, there is a job posting at the University of Michigan that references one of its duties as being an interface between Michigan's public health organizations such as MEHA.

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

- A. 2006/07 MEHA Committee Chairs and Board Liaisons  
A few additions and corrections were made to this list. Kristen Schweighoefer will make changes and send out another updated copy prior to the next Board meeting.
- B. Display Board Case & Shipping Options  
Alan contacted several companies regarding the shipping of our display boards, and the only containers available were soft-sided carrying cases but no hard-sided shipping cases. He will continue to research this item.
- C. Environmental Health Professional Survey (CMU)  
This survey went out over email. The majority of the Board had been sent the survey, but some had not.

## **VII. NEW BUSINESS**

### **A. Treasurer's Position**

The Board discussed the possibility of having a second person to assist with the tasks and duties of the Treasurer. The Board discussed several options to implement this change, including making an ad-hoc committee and/or a new position with a by-law change. John Texter was suggested as a person who may be interested in this role. Becky will invite John to the next Board meeting to discuss this matter further.

### **B. IAFP Budget Proposal – Janet**

Janet Phelps submitted her proposed budget to attend this year's IAFP in Calgary, Canada. Her proposed budget was \$2,505.

**Motion by Ken Priest and seconded by Tracy Nelson to approve the budget as proposed. Motion passed unanimously on a voice vote. Janet Phelps abstained from voting.**

### **C. IAFP Affiliate Educational Reception Sponsorship**

IAFP contacted each of its affiliates regarding sponsorship of the reception at the annual conference. If anyone has sponsorship ideas, please submit to Alan Hauck.

### **D. Permanent Sponsor Recognition Plaque and/or Plaque to Company – Brian**

Brian wanted recognition for MEHA sponsors such as a plaque showcased at the AEC or perhaps a plaque to be displayed at their corporation. Another suggestion was to have a plaque that MEHA keeps and displays at our meetings and conferences.

### **E. Contact From the '06 Non-Member Award Winner**

Erik Janus was the 2006 Non-Member Award Winner, but was never notified that he won. Becky Ouellette gave him the plaque and apologized on behalf of MEHA. Kristen Schweighoefer nominated Erik and will call him personally to let him know why he was nominated. Additionally, President Alan Hauck will ensure that Erik is sent a letter of apology from MEHA and a membership application.

## **VIII. COMMITTEE REPORTS**

### **A. AEC Planning Committee**

Alan Hauck presented the results of the 2006 AEC Conference, including the excellent survey turnout with 118 responses. A preliminary review indicates that the turnout and feedback was very positive. Bruce DuHamel will come to the Annual Planning Session/June meeting to present the final budget.

Janet Phelps updated the Board that the two committee chairs for the 2007 AEC, Dana DeBruyn and Carolyn Hobbs Kreiger, went to the 2006 AEC wrap up meeting, will look at the exit surveys that Alan mentioned and already have several speakers. They have not officially contacted all persons who were interested in assisting with the AEC, but will do so by the end of April.

- B. Audit Committee  
No update.
- C. Awards Committee  
No update.
- D. By-Laws ad hoc Committee  
No update.
- E. Continuing Education Committee  
The committee's report will be printed in the summer edition of the MEHA journal.
- F. Endowment Committee  
Bob Paulus expressed interest in having the endowment committee put on a sporting clay fundraiser. Tricia would like suggestions on locations to hold this event.
- G. Environmental Education Committee  
No update.
- H. Food Protection Conference Planning Committee  
The committee has met and has started planning the 2007 FPC.
- I. Grant & Training Funds Committee  
No update.
- J. Groundwater Conference Planning Committee  
No update.
- K. Membership Committee  
At this time the directory information is not electronic. The only electronic copy is at the printer, and is considered "proprietary" information. Tricia will contact the printer to see if an electronic copy of the information can be obtained.
- L. Nominations & Resolutions Committee  
No update.
- M. Professional Development Committee  
A request for \$110 for the reimbursement of AEC registration was submitted by Mary Malta.  
  
**Motion by Ken Priest and seconded by Janet Phelps to approve the reimbursement.  
Motion passed unanimously on a voice vote.**
- N. Ready Reference ad-hoc Committee  
No update.
- O. Recreational Water & Swimming Pool Conference Committee  
No update.

P. Wastewater Conference Planning Committee

Tracy Nelson offered to be the MEHA member on this committee.

Q. Website Development ad hoc Committee

Tricia Dreier updated the Board that there is a problem with updating the revolving pictures and the “flashing” text that highlighted the AEC. The software required to update this was not included in the package that was purchased. Ryan Whaley will research the cost of software and any classes required for its use. The other option for updating this portion of the website is to keep Lance, the designer, on retainer.

**IX. AFFILIATE REPORTS**

**SSS** – Tricia Dreier

The next meeting will be held on Friday April 28<sup>th</sup>, 2006.

**UPEHA** – Lynne Tarbutton

Their conference was well attended (30-40) and had an excellent agenda. Lynne discussed the fact that CEU’s that had not been submitted for last year’s conference and she will work on making sure they are submitted.

**NMEHA** – Tracy Nelson

The association held elections at their meeting yesterday, April 20<sup>th</sup>, 2006 in Houghton Lake. The new President of NMEHA is Rebecca Krzyzanowski. Victoria Weitzel was elected to the position of Secretary/Treasurer.

**SEMEHA** – Kimberly Beanum-Coleman

The Annual Spring Conference is being held next Thursday April 27<sup>th</sup> at Genoa Woods in Brighton.

**X. NEXT MEETING**

The Executive Board will meet on May 19<sup>th</sup>, 2006 at the Macomb County Health Department in Mt. Clemens, Michigan. The meeting will start at 10am.

**XI. ADJOURNMENT**

**Motion by Tracy Nelson and seconded by Lynne Tarbutton to adjourn the Executive Board Meeting at 1:28 pm. Motion passed unanimously on a voice vote.**

Respectfully submitted,

Kristen Schweighofer, MPH, RS  
MEHA Secretary  
April 21, 2006