



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 June 9, 2006

I. CALL TO ORDER

The Executive Board of the Michigan Environmental Health Association held a meeting on June 9, 2006, at the Ralph A. MacMullan Conference Center in Higgins Lake, Michigan. President Alan Hauck called the meeting to order at 8:30 am.

Members Present: Alan Hauck, Janet Phelps, Brian Cecil, Kristen Schweighoefer, Mary Malta, Tricia Dreier, Ken Priest, Tracy Nelson, Lynne Tarbutton, John Texter

Members Absent: Kimberly Beanum-Coleman, excused

Guests Present: Joe Crigier, Bruce Du Hamel, Steve Hall, Chris Klawuhn, Carol Panagiotides, Sarah Conlin, Paul Menghini, Kimberly De Mars, Tom Olson, Dan Sandhal, Ted Loudon, Carolyn Hobbs Kreiger, Dana DeBruyn, Ryan Whaley, Pat Donovan, Becky Krzyzanowski, Chris Klawuhn

II. ADDITIONS TO THE AGENDA

- A. President's Report:
 - Add item D – Golf Outing/September Board Meeting
- Unfinished Business:
 - Add item E – CMU Update
- New Business:
 - Add item C – Website Software
 - Add item D – RS Issue
 - Add item E – Disbursement of Excess 2006 AEC Revenue

Motion by Mary Malta and seconded by Brian Cecil to accept the agenda as amended. Motion passed unanimously on a voice vote.

III. SECRETARY'S REPORT

- A. Approval of Minutes
The May 19, 2006 minutes were reviewed.

Motion by Ken Priest and seconded by Janet Phelps to approve the minutes as amended. Motion passed unanimously on a voice vote.

IV. TREASURER'S REPORT

- A. Monthly Report
John Texter distributed copies of the Treasurer's Monthly Report dated March 8, 2006 to April 7, 2006 and the Monthly Report dated April 8, 2006 to May 28, 2006. There was a discussion on listing the CD expiration dates on the Treasurer's Statement so that the Board can better plan for the future investment of these funds.

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

V. PRESIDENT'S REPORT

- A. Welcome and Recognition of Guests
Alan Hauck welcomed guests to this board session and thanked them for their attendance and participation in the Annual Planning Session. He noted the excellent turnout and thanked the committees for giving their reports.
- B. Welcome New Treasurer John Texter
Alan Hauck thanked John Texter for taking over the duties of the Treasurer.
- C. Correspondence
Alan Hauck received the organization's 2005 tax information. He gave this to Treasurer John Texter. Livingston County sent MEHA their annual Environmental Health report. Some other correspondences were discussed.
- D. Golf Outing/September Board Meeting
The MEHA golf outing and the September Board meeting are both scheduled for September 15th. The Board meeting will tentatively be changed to September 22nd, at the same location (Lansing). Alan asked the Board members to check their schedules and contact Alan if you cannot make it. This item will be revisited at the August meeting.

VI. UNFINISHED BUSINESS

- A. 2006/2007 MEHA Budget
The 2006/2007 MEHA Budget was distributed and reviewed. There was some general discussion on individual items.

Motion by Brian Cecil and seconded by Ken Priest to accept the 2006/2007 MEHA Budget as submitted. Motion passed unanimously on a voice vote.

- B. Final 2006 AEC Financial Report
Bruce DuHamel distributed copies of the final AEC budget. The AEC revenues exceeded the expenses by \$11,611.12. Bruce stated that this year's AEC had lower speaker costs than estimated and higher registration than expected. Bruce also distributed copies of the survey and went over the results. In summary, a majority of the respondents were in favor of expanding the AEC to 4 days, were interested in the Friday keynotes, and the combined business meeting with lunch. Finally, Bruce also distributed copies of the AEC summary, which will provide valuable information to Carolyn and Dana. On behalf of the MEHA Board, President Alan Hauck, thanked Bruce DuHamel and his committee for their work on the AEC.
- C. Sponsor Recognition Plaque
There was a discussion on plaques to give corporate sponsors in recognition of their contribution to our organization. Pat Donovan will research the cost, but he estimated a cost of \$100-125 per plaque. The Secretary will email the corporate sponsor list to Pat Donovan.
- D. Joint MALEHA/MEHA Ad Hoc Committee
MEHA needs to submit 4 members to be part of the joint committee to look at the MegaConference concept. Brian Cecil, Tom Olsen, Janet Phelps and Tracy Nelson volunteered to be part of this committee.
- E. CMU Update
The electronic survey has been completed and being compiled. CMU is ready to obtain students, and MEHA needs to help promote students to the CMU program. CMU estimates that it needs approximately 30 students a year. Pat Donovan suggested that MEHA recruit an ad hoc committee to look at recruitment for students and potentially explore scholarship opportunities for students going into CMU's EH program.

VII. NEW BUSINESS

- A. SEMEHA Director Position
Kimberly Beanum-Coleman regretfully submitted a letter of resignation of her MEHA Board position of SEMEHA representative.

Motion by Janet Phelps and seconded by Brian Cecil to accept the resignation of Kimberly Beanum-Coleman as SEMEHA representative on the MEHA Board. Motion passed unanimously on a voice vote. The Board wishes the minutes to reflect that the Board regretfully accepted Kim's resignation.

Motion by Tricia Dreier and seconded by Tracy Nelson to accept Rodney Blanchard's nomination as the SEMEHA representative on the MEHA Board. Motion passed unanimously on a voice vote.

B. 2006/2007 MALPH Contract

There was some general discussion on the contract. One recommendation was to include that Mark Bertler, the MALPH Executive Director, attend a MEHA Board meeting. This may not be feasible due to Mark's busy schedule. Alan will meet with Mark to discuss MEHA's expectations.

Motion by Ken Priest and seconded by Brian Cecil to accept the 2006-2007 MALPH contract with recommended changes and possible addition of MALPH Executive Director attending one MEHA meeting. Motion passed unanimously on a voice vote.

C. Website Software

Ryan Whaley reported that MEHA does not have the correct software to update the flash portions of our redesigned website. The price of MacroMedia Flash is approximately \$699. "Swish" has a comparable software that will update the flash portions of our website for approximately \$100.

Motion by Brian Cecil and seconded by Mary Malta to approve "Swish" software purchase. Motion passed unanimously on a voice vote.

D. RS Issue

There is an online license lookup for Sanitarians (as well as other professional registrations). Pat Donovan searched this database and found lapsed licenses that are still listed as active. He has compiled this list and will be sending it to the Sanitarian Advisory Board as it is a criminal misdemeanor to falsely use this credential. A suggestion was made to put notification in the MEHA journal on what is entailed in using the RS designation.

E. Disbursement of Excess 2006 AEC Revenue

Bruce DuHamel would like to ask the Board that some or all of the excess AEC revenue be put toward the endowment fund.

Motion by Brian Cecil to move the AEC revenue into the endowment fund as finances allow. There was no second to this motion. Motion died.

There was more general discussion on this issue.

Motion by Janet Phelps and seconded by Ken Priest to table this issue until the August Board meeting until such time that the newly appointed Treasurer can get more familiar with the MEHA finances. Motion failed four votes (for) to five votes (against).

Motion by Tracy Nelson and seconded by Tricia Dreier to commit to put some of the excess revenue into the endowment fund, an amount to be determined at the August Board meeting. Motion passed unanimously on a voice vote.

VIII. COMMITTEE REPORTS

- A. AEC Planning Committee
Update given in both yesterday's planning session as well as under Unfinished Business.
- B. Audit Committee
No update.
- C. Awards Committee
The charges for this committee were reviewed.
- D. By-Laws ad hoc Committee
This committees charges have been filled with the exception of reviewing the policies and procedures. Pat Donovan recommended having each committee chair review the policies and procedures to make changes and recommendations. This could be added across the board to each committee's charges.
- E. Continuing Education Committee
No update.
- F. Endowment Committee
No update.
- G. Environmental Education Committee
Carol Panagiotides distributed a CD and index with the presentations that were to be given at the Restaurant Pollution Prevention Conference.
- H. Food Protection Conference Planning Committee
The proposed budget for the 2006 Food Protection Conference was submitted.

Motion by Brian Cecil and seconded by Tricia Dreier to accept the Food Protection Conference committee's proposed budget as submitted. Motion passed unanimously on a voice vote.

- I. Grant & Training Funds Committee
No update.
- J. Groundwater Conference Planning Committee
The proposed budget for the 2006 Groundwater Conference was submitted. The added expense of \$4500 is due to paying each of the three well drillers \$1500 to come to the conference. There was some discussion on increasing the social budget by \$170 to have a zero balance.

Motion by Tricia Dreier and seconded by Tracy Nelson to accept the Groundwater Conference committee's proposed budget with changes as noted. Motion passed unanimously on a voice vote.

- K. Membership Committee
No update.

- 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. Wastewater Conference Planning Committee
The 2005-2006 Annual Report was distributed. The 2007 conference will be held on January 9-11, 2007 at the Kellogg Center in Lansing, MI. Ted Loudon requested that the \$3,802.49 that MEHA received from the Wastewater Conference be used toward waste water education efforts, such as to cover speaker costs at the AEC. Ted also reported that MOWRA will again sponsor lunch on Tuesday of the conference.
- Q. Website Development ad hoc Committee
No update.

IX. AFFILIATE REPORTS

SSS – Ron Lindsay

Ron was sorry that he couldn't attend the Annual Planning Conference. His report indicated that each of the SSS meetings have had over 40 members and have been very successful. The next conference is planned for the end of October.

UPEHA – Christine Daily

Christine was sorry that she couldn't attend. There was no further update from UPEHA.

NMEHA – Rebecca Krzyzanowski

Rebecca reported that 35 people attended the NMEHA conference in April. There will be another meeting in September, with the agenda focused on food CEU's.

SEMEHA – Maureen Pfund

No report.

X. NEXT MEETING

The Executive Board will meet on August 18th, 2006, at the Eaton County office of the Barry-Eaton District Health Department in Charlotte, MI. The meeting will start at 10:00 a.m.

XI. ADJOURNMENT

Motion by Mary Malta and seconded by Tracy Nelson to adjourn the Executive Board Meeting at 11:55 am. Motion passed unanimously on a voice vote.

Respectfully submitted,

Kristen Schweighofer, MPH, RS
MEHA Secretary
June 9, 2006