



# 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 August 18, 2006

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

The Executive Board of the Michigan Environmental Health Association held a meeting on August 18, 2006, at the Eaton County office of the Barry-Eaton District Health Department in Charlotte, Michigan. President Alan Hauck called the meeting to order at 10:05 am.

Members Present: Alan Hauck, Kristen Schweighoefer, Tricia Dreier, Lynne Tarbutton, John Texter, Rodney Blanchard

Members Absent: Brian Cecil, Janet Phelps, Mary Malta, Ken Priest, Tracy Nelson, all excused

Guests Present: None

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

A. There were no additions to the agenda.

**Motion by Kristen Schweighoefer and seconded by Lynn Tarbutton to accept the agenda as submitted. Motion passed unanimously on a voice vote.**

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

A. Approval of Minutes  
The June 9, 2006 minutes were reviewed.

**Motion by Tricia Dreier and seconded by Rodney Blanchard 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 May 28, 2006 to August 17, 2006. The expiration dates for the funds and certificates will be listed on the next Treasurer's Statement so that the Board can better plan for the future investment of

these funds. There was also some discussion on the number of member renewals. Based on the Treasurer's Statement, an estimated 386 members have paid their yearly dues.

**Motion by Lynn Tarbutton 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 Rodney Blanchard at his first MEHA Board meeting.

### B. MALEHA Report

Alan attended the last MALEHA monthly meeting. MALEHA is still getting their four members for the joint committee to review the MegaConference concept.

### C. NEHA AEC Report

President Alan Hauck reported back to the Board that fifteen to sixteen people are involved in the NEHA AEC site selection process. There are ten to eleven items that this committee looks at for each city. There is emphasis put on crime rates and walking distance to the hotel from the conference site. Additionally, Alan reported that Traverse City never submitted a proposal, but Detroit and Grand Rapids did. NEHA will not be held east of the Mississippi until 2011 and Jim Rutherford suggested putting a committee together to help NEHA come to Michigan.

Alan also reported that there was a good turnout at the delegate meetings. Delegates from around the country are concerned about membership. The Board discussed possible reasons for a decline in membership. There was a discussion on instituting a free one year membership for students or new graduates. Tricia Dreier brought up the idea that MEHA reach out to other organizations and clubs to find groups who may also be interested in a MEHA membership.

Alan Hauck also submitted his reimbursement request for the NEHA trip. He used the MEHA credit card for all expenses except a total of \$144.85.

**Motion by Tricia Dreier and seconded by Rodney Blanchard to reimburse Alan Hauck for a total of \$144.85 for expenses related to the NEHA AEC trip. Motion passed unanimously on a voice vote.**

### D. Correspondence

Alan received very little correspondence. He did receive the Capitol One credit card bill and gave that to John Texter.

## **VI. UNFINISHED BUSINESS**

### A. Possible change in date of September's Board meeting from the 15<sup>th</sup> to the 22<sup>nd</sup>

Moving the Board meeting date will allow Board participation at the MEHA golf outing on September 15, 2006. Alan will email the Board to determine who can make the meeting on September 22<sup>nd</sup>. If a quorum can be reached, the meeting date will be changed. If not, it will be cancelled entirely. He will then confirm the meeting date.

- B. Setting date and time of October's Board meeting  
The Food Protection Conference committee has not distributed the agenda at this time. Alan suggested meeting Thursday October 19<sup>th</sup>, 2006 at 10 am. He will email the Board to determine availability at this day and time.
  - C. Disbursement of excess revenues from the 2006 AEC (into the endowment fund)  
There was an excess of revenues of \$11,861.12 from the 2006 AEC. There was some discussion on costs of the organization and ways to cut costs. This discussion will be a future agenda item. There was also some discussion on tracking the money from the Wastewater conference in the future.
- Motion by Tricia Dreier and seconded by Lynn Tarbutton to place 75% of the excess revenues (\$8,895.84) from the checking account into the endowment fund, and revisit the other 25% for placement in the endowment fund after the conclusion of the Food and Groundwater conferences. Motion passed unanimously on a voice vote.**
- D. Sponsor recognition plaque(s)  
This item was tabled to the September meeting.

## **VII. NEW BUSINESS**

- A. Inviting Paul Parson, Financial Consultant, A.G. Edwards to future meeting  
There was some discussion on tentatively inviting Paul Parson to the September 22<sup>nd</sup> meeting to speak to the Board at 10 am.
- B. MEHA brochures/fact sheets – Understanding Your Drinking Water Sample Results  
- Home Septic System Fact Sheet  
Anita Ladouceur updated the DEQ contact information. These brochures are available on MEHA's website or are available in hard copy directly from Anita. The Home Septic System Fact Sheet should be updated with the MEHA logo and contact information.
- C. Location of 2008 AEC  
Janet Phelps had suggested that the 2008 AEC be held in Mt. Pleasant, which will bring EH professionals to CMU as their accredited Environmental Health program gets underway. Other suggested locations were St. Ignace and Gaylord. Further discussion will be tabled until the September Board meeting.
- D. Draft document – Promoting the Env. Health Curricula at CMU  
Alan Hauck will contact Pat Donovan to develop this further. It is off to a great start.

E. Strategic Fund

The Strategic Fund comes due next year. It will need to be voted on by the membership at the March 2007 AEC. Alan suggested that one of the voting options be to dissolve the strategic fund and placing the money into the endowment fund. This revision will be brought in draft form to the September Board meeting for further discussion.

## **VIII. COMMITTEE REPORTS**

A. AEC Planning Committee

This committee will start meeting in September.

B. Audit Committee

No update.

C. Awards Committee

Ryan Whaley did some work with the website and the nomination form can now be typed on and printed directly from the website or typed and then email to Pat Donovan. There was some discussion on having each regional affiliate nominate award winners. Alan will write to each regional affiliate asking them to nominate members for awards.

D. By-Laws ad hoc Committee

Pat Donovan contacted Alan to remind him to contact committee chairs regarding the review of the bylaws that apply to their committees. Kristen Schweighofer will email the Board the bylaws and have the Board distribute them to their committee chairs and remind them to review the sections that apply to them and return to the Board by October 1<sup>st</sup>.

E. Continuing Education Committee

No update.

F. Endowment Committee

September 15<sup>th</sup>, 2006 is the golf outing. The committee needs 6 more volunteers to help run the outing. Tricia will contact Ryan and ask him to put this information on the MEHA website. Also, the endowment committee met last week to discuss the clay shoot on September 30<sup>th</sup>. Tricia reported that the facility is very nice and that the committee's goal is to raise \$1,000. Bob Paulus is raising corporate sponsors. The registration fee is \$25 per person and includes registration, the shoot, and lunch and is open to MEHA members, family and friends.

G. Environmental Education Committee

Carol submitted the committee charges to the Board. These will be added to the committee charges document.

H. Food Protection Conference Planning Committee

The committee meets next week.

I. Grant & Training Funds Committee

No update.

- J. Groundwater Conference Planning Committee  
The trifold brochure was sent out in the mail and the information is on the website.
- 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  
This committee is on track in the process planning stage.
- P. Wastewater Conference Planning Committee  
No update.
- Q. Website Development ad hoc Committee  
Alan will write a new President's report to post on the website.

## **IX. AFFILIATE REPORTS**

### **SSS** – Tricia Dreier

Tricia reported that the last affiliate meeting was on July 21<sup>st</sup>. The fall conference will be held at the Pierce Cedar Creek Institute on October 27<sup>th</sup> or November 3<sup>rd</sup>. The cost is \$15, and the diverse agenda includes topics such as the MDA truck project involving MDOT and food code violations, motor fuel, fire safety.

### **UPEHA** – Lynn Tarbuton

The affiliate will start meeting in October to plan for their yearly conference.

### **NMEHA** – Tracy Nelson

No update.

### **SEMEHA** – Rodney Blanchard

Rodney reported that the affiliate is meeting to plan their winter conference. He also indicated a need for more member involvement. Regions A, B & C will elect new representatives and the organization will elect a new president at the winter conference.

## **X. NEXT MEETING**

The Executive Board will meet on tentatively meet September 22nd, 2006, at the Ingham County Health Department in Lansing, MI. The meeting will start at 10:00 a.m.

**XI. ADJOURNMENT**

**Motion by Kristen Schweighoefer and seconded by Tricia Dreier to adjourn the Executive Board Meeting at 12:59 pm. Motion passed unanimously on a voice vote.**

Respectfully submitted,

Kristen Schweighoefer, MPH, RS  
MEHA Secretary  
August 18, 2006