



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 December 7, 2007

I. CALL TO ORDER

The Executive Board of the Michigan Environmental Health Association held a meeting on December 7, 2007, at the Ingham County Health Department in Lansing, Michigan. Past President Alan Hauck called the meeting to order at 10:13 am.

Members Present: Alan Hauck, Kristen Schweighoefer, Rodney Blanchard (via phone), Erin Miller, Tracy Nelson, Nancy Atwood, Lynne Tarbutton (via phone), John Texter

Members Absent: Bob Paulus, Janet Phelps, both excused; Ken Priest, unexcused

Guests Present: Holly Gohlke, Brian Cecil, Joe Crigier, Pat Donovan (via phone)

II. ADDITIONS TO THE AGENDA

- A. Under Unfinished Business,
add item: F. Study Guide for REHS

Amend agenda to indicate 9:30 am start time for January 11, 2008 meeting.

Motion by Nancy Atwood and seconded by Tracy Nelson to accept the agenda as amended. Motion passed unanimously on a voice vote.

III. SECRETARY'S REPORT

- A. Approval of Minutes
The November 9, 2007 minutes were reviewed. There was some general discussion on the minutes.

Motion by Erin Miller and seconded Nancy Atwood by to approve the minutes as amended. Motion passed unanimously on a voice vote.

IV. TREASURER'S REPORT

A. Review and approval of monthly treasurer's statement – November

John Texter, MEHA Treasurer, submitted the Treasurer's Statement dated November 8, 2007 through December 6, 2007. There was some general discussion on the anticipated bill of approximately \$14, 800 from the hotel for the Groundwater Conference. John noted that the audit committee recommended putting \$10,000 on the Capital One credit card to earn miles. However, John informed the committee that the Board is attempting to close this account since it is in the previous Treasurer's name. There was more discussion on researching different perks offered by various credit cards, corporate credit cards, and banks. John noted that our current accounts are held with Fifth Third Bank and will look into different cards and deals.

John noted that he refunded monies to two counties, Shiawassee and Monroe, relative to the Food/Groundwater conference. The policies & procedures state that no refunds are to be granted without Board approval. John was unaware of this policy and will bring any refund requests to the Board in the future. Additionally, Holly Gohlke suggested that any refund requests go through the Conference Committee Chairs so that they can adjust their budget accordingly and then present these refunds to the Board.

Motion by Rodney Blanchard and seconded by Nancy Atwood to approve the statement as submitted. Motion passed unanimously on a voice vote.

B. Inventory for Silent Auction Items

John Texter distributed a list of items that are currently being stored at the MALPH building for MEHA. The list included the item, name, description and value.

C. Aaron Awards – request for pre-payment

Pat Donovan spoke on behalf of Aaron Awards to request a deposit of \$500 to produce the awards presented at the AEC in March.

Motion by Nancy Atwood and seconded by Tracy Nelson to approve the request for deposit of \$500 with a check being issued to Aaron Awards when the money is requested in January 2008. Motion passed unanimously on a voice vote.

V. PRESIDENT'S REPORT

A. Correspondence

There was no correspondence to report on at this meeting.

B. Regional Reports

SSS: No report.

SEMEHA: The Winter Conference was held yesterday. Janet Phelps attended and presented information on MEHA.

UPEHA: The conference planning committee is meeting monthly to plan their Winter Conference.

NMEHA: No report.

C. AEC Budget

Nancy Atwood presented the proposed AEC Budget. There was some discussion of adjusting the sponsor and exhibitor fees due to economic downturn. Sponsor fees were lowered \$2829 and provided a balanced budget of \$27,671 in estimated expenses.

Motion by Nancy Atwood and seconded by Erin Miller to approve the budget as amended. Motion passed unanimously on a voice vote.

VI. UNFINISHED BUSINESS

A. 2007 Food Protection/Groundwater Conference

The budget has not been finalized because John Texter still has not received the final bill from the hotel. There are also approximately \$460 in outstanding bills from local health departments that have not paid for their registration costs.

B. Site Selection Discussion for 2008 Food and Groundwater Conferences, 2009 AEC
Janet, Bob, and Chuck will work together with the Groundwater Committee Chair, Holly Gohlke, to find a site for the 2008 Groundwater Conference. There was some general discussion on different locations. Holly asked the Board why MEHA is not considering another dual Groundwater/Food Conference when the evaluations from the 2007 conference were so positive.

There was some discussion on trying a dual Groundwater/Wastewater Conference for 2008 as they are natural fits in terms of topics and audience. Joe Crigier recommended bringing the chairs of the conferences together to help solidify a decision on how to run future conferences. There was also a discussion on the economic times and that it is not feasible to run 4 separate conferences. Finally, Lynne Tarbuton noted that the Environmental Health Directors really liked the mega conference concept and had positive feedback for the Food/Groundwater conferences being held together.

C. MALPH Concerns

No MALPH concerns by the Board or MEHA members at this time.

D. NEHA-REHS Reciprocity in Michigan

No update

E. Policy & Procedure Manual

Brian Cecil noted that there are many items that need to be addressed in the MEHA Bylaws. He gave some specific examples in Articles 4 & 6, which detail some of the duties of the Executive Board members. There was also a discussion on the long term goals and handling of the Endowment committee and having this put in the policies and procedures. Brian Cecil volunteered to compile all Endowment information together and send it out to the MEHA Board prior to the scheduled January meeting. His hopes are to review this information at the January meeting, and asked if the Board would consider inviting Tricia Dreier, Endowment Committee Chair, to the January meeting as well.

F. Study Guide for REHS

Nancy Atwood submitted a policy and procedure that she worked on with Mike Morehouse, the Professional Development Committee Chair. There was a discussion on these procedures, including the amount of money to cover return envelopes. The policy and procedure estimates the monies for the envelopes, and any additional monies will go into a fund to cover any coping costs of answer keys to send out with the book, and other nominal costs with running this lending library concept.

Motion by Tracy Nelson and seconded by Erin Miller to accept the Professional Development Policy as written. Motion passed unanimously on a voice vote.

VII. NEW BUSINESS

A. Nominations & Resolutions – Joe Crigier

Motion by Tracy Nelson and seconded by Erin Miller to go into Executive Session at 10:48 am. Motion passed unanimously on a voice vote.

Motion by John Texter and seconded by Tracy Nelson to come out of Executive Session at 10:57 am. Motion passed unanimously on a voice vote.

VIII. COMMITTEE REPORTS

A.AEC

Nancy Atwood resubmitted the registration form for the AEC. There was some review of the revised registration form.

Motion by Tracy Nelson and seconded by Erin Miller to go accept the amended AEC registration form. Motion passed unanimously on a voice vote.

B.Audit Committee

The Audit Committee met Wednesday December 5, 2007 and had some suggestions for John Texter. They are putting together a report to be presented in the future.

C.Awards Committee

The Committee has received nominations and Pat Donovan will send a list of the nominees to Secretary Kristen Schweighoefer for MEHA membership verification. Pat estimated that 10-14 plaques will be awarded and the committee is continuing work on their assigned charges.

D.By-Laws ad hoc Committee

Discussed earlier.

E.Continuing Education Committee

No report.

F.Endowment Committee

Discussed earlier.

G.Environmental Education Committee

No report.

H.Environmental Health Curriculum Committee

Central Michigan University lost two deans that MEHA was working with to form the CMU EH program. This committee will contact the new deans when they are appointed to continue work on the CMU EH program.

I.Food Protection Conference Planning Committee

Discussed earlier.

J.Grant & Training Funds Committee

No updates.

K.Groundwater Conference Planning Committee

Discussed earlier.

L.Membership Committee

The Membership Committee has a scheduled meeting today. They are planning on having the updated directory available at the AEC.

M.Nominations & Resolutions Committee

Discussed earlier in executive session.

N.Professional Development Committee

Discussed earlier.

O.Ready Reference ad-hoc Committee

MEHA sold 25 last year. There are 26 left in the MEHA storage area at MALPH.

P.Wastewater Conference Planning Committee

Ryan Whaley will be posting the conference information on the MEHA website.

Q.Website Development ad hoc Committee

Kristen Schweighoefer & Ryan Whaley have been in contact regarding the website. Ryan will be sending Kristen the information via mail in the near future.

IX. NEXT MEETING

The Executive Board will meet on January 11, 2008 at the Ingham County Health Department in Lansing, Michigan. The meeting will start at 9:30am.

X. ADJOURNMENT

Motion by Tracy Nelson and seconded by Erin Miller to adjourn the Executive Board Meeting at 12:40 pm. Motion passed unanimously on a voice vote.

Respectfully submitted,

Kristen Schweighofer, MPH, RS
MEHA Secretary
December 7, 2007