



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 12, 2008 FINAL

I. CALL TO ORDER

The Executive Board of the Michigan Environmental Health Association held a meeting on December 12, 2008, at the MALPH Office in Lansing, Michigan. President Bob Paulus called the meeting to order at 10:15 am.

Members Present: Bob Paulus, Adeline Hambley, Nancy Atwood, Darren Bowling, John Texter, Janet Phelps, Gene Paez, Tracy Nelson

Members Teleconferencing: Lynne Madison

Members Absent: Erin Miller, excused
Ken Priest, excused

Guests Present: Holly Gohlke, Brian Cecil, Kim DeMars, Paul Parsons

Guests Teleconferencing: Tricia Dreier

II. ADDITIONS TO THE AGENDA

VII. Unfinished Business

- c. Journal Update**
- d. IAFP Report**

**Motion by Gene Paez and seconded by Janet Phelps to amend the agenda as stated.
Motion passed unanimously on a voice vote.**

III. SECRETARY'S REPORT

- A. Approval of October 31, 2008 minutes

Motion by Nancy Atwood and seconded by Darren Bowling to table the approval of the minutes until amended draft is received. Motion passed unanimously on a voice vote.

IV. TREASURER'S REPORT

- A. Approval of Treasurers Report
John Texter submitted statement October 30, 2008 through December 10, 2008

There was general discussion regarding postage rates and phone costs.
There was general discussion on how grant funding would be separated and tracked for the coming year. Quarterly reports regarding the funding are to be submitted to MDA, and there was discussion on who should be responsible for this report.

**Motion by Nancy Atwood and seconded by Darren Bowling that Lynne Madison track money and submit the quarterly reports to MDA.
Motion passed unanimously on a voice vote.**

**Motion by Gene Paez and seconded by Nancy Atwood to accept the treasurer's report.
Motion passed unanimously on a voice vote.**

V. PRESIDENT'S REPORT

A. Membership

Bob Paulus has not developed a policy regarding the membership renewal policy. This will be developed and reported upon at the next meeting in January.

B. Investment Policy

The current investment policy document was reviewed by the board.

Bob Paulus stated that this issue has been discussed multiple times at board meetings. John has been following existing policy, but Bob believes we are at a time where this needs to be revisited. In June/July the money could have been moved into a more conservative account. There is currently no direction in the policy to account for what to do during this type of issue.

Brian Cecil reported that in 2006 Pat Donovan wrote a letter to the board to begin establishing a process of what would happen as the fund neared \$100,000.

Tricia Dreier reported that the policy was created in 1985 when Bruce Duhamel was chair of the committee. It was supposed to be added to the P&P with other endowment fund documents as Brian works on it. This is the most current version of the endowment committee investment policy.

C. Grant

Lynne Madison reported that a \$15,000 grant from MDA has been approved. These grant funds are to go towards scholarships and speaker fees for the 2009 Food Conference, and speaker fees for the 2009 AEC Conference. Funds may be used after January 1, 2009, and quarterly reports need be submitted.

VI. UNFINISHED BUSINESS

A. Policy & Procedure

See Committee Report

B. Michigan Licensure

There is a Joint committee meeting proposed between MEHA and MALEHA on Dec. 16, 2008.

There was general discussion regarding MEHA representation and who will be attending.

C. Journal

Tracy Nelson reported that information is ready to go and just needs to be finalized to be mailed out.

Bob Paulus suggested that information be added about the grant and scholarship's available.

There was general discussion regarding the deadline for the Journal, and the creation of a framework for Journal content and completion dates.

It was also suggested that there also be a deadline to have another Journal prior to AEC. January 5, 2009 is scheduled date for mass emailing.

D. IAFP Report

Janet Phelps reported that she submitted information regarding the Food Protection Conference to IAFP, and that she will also submit photos from the conference. The deadline for the IAFP affiliate report is February 3, 2009 and will be submitted by Adeline Hambley.

VII. NEW BUSINESS

A. Membership Renewal Policy

There was general discussion of emailing membership renewals. Bob Paulus will work to develop a policy and present at next board meeting.

VIII. GUEST SPEAKER—Paul Parsons, Investment Manager

The long term investment account (Endowment fund) is well diversified to help prevent loss. The MEHA Endowment fund, year to date investment is down 30.66%--we are currently out performing indexes.

Many issues came into play to make the market drop as it has recently. The drops seen were not expected.

There was general discussion about long term goals and strategy for the fund.

Nancy Atwood suggested that there be a group of trustees that work with the Treasurer so that funds can be moved as necessary to prevent the 'fault' of any one person.

Motion by Gene Paez to appoint two trustees to work with the Treasurer to make decisions with the treasurer regarding the investment of the endowment fund.

Motion amended by Gene Paez and seconded by Tracy Nelson to allow the Treasurer to spell out an investment policy for the Endowment fund and present the proposal back to the board at the January board meeting.

Motion passed on voice vote

IX. COMMITTEE REPORTS

A. Website Development

No report

B. AEC

Nancy Atwood reported that the Great Lakes Food Conference will be having a room in the evening to vote and meet in, but are not technically part of AEC.

Board needs to decide on registration costs for the conference and advise Nancy how to proceed.

- C. Awards
No report
- D. Continuing Ed
No report
- E. Endowment
No Report
- F. Environmental Education
No report
- G. Environmental Health Curriculum
No report
- H. Food Protection Conference
Janet Phelps reporting.
Janet reviewed the comments received and there was positive feedback regarding speakers and scholarships.
Janet reviewed the budget for the conference, and reported a loss of \$2300 overall.
There will be a final report next month.
- I. Grant and Training Funds
MEHA was awarded an MDA grant for \$15,000 for use at the 2009 AEC for food related presenters and for presenters and scholarships at the 2009 Food Conference.
- J. Groundwater Wastewater Conference
Holly Gohlke reporting.
The conference was bare bones, but overall successful.
The question was raised asking if this conference should be held in 2009 due to low attendance.
Holly Gohlke reported that the number of registrants has been declining over the years. Also, there were many more requests from presenters for reimbursement for lodging, travel, and meals. There were four tracks offered at this conference and Holly recommends fewer in the future.
Committee recommends holding the conference every other year in order to increase attendance.

Recommendations to be considered by the board and decided upon at next meeting.
- K. Membership
No report
- L. Nominations and Resolutions
Kim DeMars reporting.

Motion by Nancy Atwood and seconded by Tracy Nelson to enter into executive session to discuss nominees.

Passed unanimously voice vote.

Motion Janet Phelps and seconded by Tracy Nelson to leave executive session.

Passed unanimously by voice vote.

M. Professional Development

No report

N. Ready Reference

No report

O. Wastewater Conference

No report

P. Audit

No report

Q. By-Laws Ad-Hoc

No report

R. Policy and Procedures

Brian Cecil reporting.

He is working on compiling policy's that were sent to him from various committees.

There are no changes to the Constitution or the By-Laws so this will not need to go in front of the membership. He is hoping to present a draft of the P & P to the board at the

January meeting so that it can go to the membership early 2009.

S. Licensure Committee

No report

X. NEXT MEETING

The Executive Board will meet Friday January 9, 2008 at the Ingham County Health Dept in Lansing, Michigan. The meeting will start at 10am on January 9, 2008.

XI. ADJOURNMENT

Motion by Addie Hambley and seconded by Darren Bowling to adjourn the Executive Board Meeting at 1:58 pm. Motion passed unanimously on a voice vote.

Respectfully submitted,

Adeline Hambley, REHS

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MEHA Secretary

December 12, 2008

