



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 15, 2008

I. CALL TO ORDER

The Executive Board of the Michigan Environmental Health Association held a meeting on August 15, 2008, at the MDEQ offices in Cadillac, Michigan. President Bob Paulus called the meeting to order at 10:15 am.

Members Present: Bob Paulus, Adeline Hambley, Tracy Nelson, Erin Miller, Nancy Atwood

Members Teleconferencing: Lynne Tarbutton, Darren Bowling (left 11:55am), Janet Phelps, Gene Paez (left at 11:30am), John Texter, Ken Priest

Guests Present: Tricia Dreier, Pat Donovan

II. ADDITIONS TO THE AGENDA

- A. Under New Business:
Add item:
 - A. Gene Paez Emeritus Status
 - B. Ride Sharing on Website
 - C. Pay pal on Website

- B. Under Unfinished Business:
Remove item:
 - B. Michigan Licensure

Motion by Erin Miller 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 June 6, 2008 minutes

Motion by Erin Miller and seconded by Tracy Nelson to approve the minutes. Motion passed unanimously on a voice vote.

IV. TREASURER'S REPORT

John Texter submitted statement July 11, 2008 through August 13, 2008

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

V. PRESIDENT'S REPORT

A. NEHA Conference Update

Bob Paulus resubmitted Michigan as an option for the NEHA conference bid. This was put to a vote by the NEHA board—the vote did not carry and Michigan was not reconsidered for the 2011 NEHA AEC. The next time to be considered for the NEHA AEC will be 2013. NSF will aid Michigan in the bid for this conference.

Other affiliates expressed concerns with memberships and paying for conferences. There is an organization in Massachusetts that expressed an interest in starting a professional exchange. This program would have two professionals from different areas of the country exchange places for a week to experience work at a different organization.

B. Website Update

Money was approved in June for restructuring of the website, and Pay pal will be looked into for membership payment. Also under consideration is adding sponsorships to the website

VI. UNFINISHED BUSINESS

A. Policy and Procedure

Brian is currently working on merging the bylaws and the P&P documents and is anticipating completion by the end of the month for review by the board.

B. Endowment Fund---Please review Treasurer's report

Bob Paulus pointed out the losses seen in the fund in 2008. The question is whether the money should remain in the current investment account or if the money should be moved to a more secure investment option. The original goal was to reach \$100,000 by 2010 to provide scholarships and project funding off the interest of the account.

There was general discussion regarding the 2010 goal and the ability to reach the \$100,000 goal by this date. Darren Bowling stated that the current goal/directive is unclear, and perhaps needs to be clarified by the board.

Tricia Dreier suggested that perhaps the 2010 goal be maintained but the \$100,000 base be reconsidered. That way, even if the fund is not at \$100,000 scholarships can still be given out in 2010. This would require a change in the Policy and Procedures for the MEHA Endowment Fund.

Pat Donovan stated that he needs direction from the board for his continuing education committee so that he can provide CMU and LSS with information regarding scholarship availability. It is important to provide students with specific amounts available for scholarships as opposed to a floating amount based on interest earned.

Tricia Dreier stated that the current policy states that no student should be awarded more than \$1000. However, there is no stipulation as to the exact amount or the number of scholarships to be awarded.

Erin Miller pointed out that the initial investments made into the account have not been lost. If looking at this investment long term, there is no reason this account should be moved, now is the time to invest as stocks can be purchased cheaply.

Pat Donovan stated that the board is not able to quickly respond to changes in the stock market. Because of this a strategy needs to be developed so that the fund can be more efficiently managed.

Bob Paulus stated that when there is a deliverable by a certain date then policy needs to reflect this.

John Texter pointed out the fund has not lost a large percentage when compared with other accounts in the market.

Gene Paez stated direction needs to be determined in the long run. Move account or not.

Bob Paulus stated the board needs to determine what to do with the account as we get close to goal. Move the account to more conservative investments or leave in the market?

Darren Bowling asked if funds are transferred to a more stable account is the \$100,000 goal obtainable by 2010?

Bob Paulus stated this does not appear to be possible unless funds are moved from other accounts or from endowment committee earnings.

Tricia Dreier suggested leaving the account as is, when \$100,000 is reached then split the account—put \$50,000 into more stable account and the other \$50,000 stays in the market.

The 2010 was a goal, and may not be reached due to market circumstances. This is what can be reported

The minutes are to reflect that the board has been, and will continue to be, vigilant about these finances so that the membership can have confidence in board action and MEHA finances.

Addie Hambley suggested that it is reasonable to assume other organizations have gone through this, and this isn't a new problem. Perhaps we can seek advice from other organizations?

Gene Paez suggested meeting with our representative from AG Edwards to discuss strategy and discuss a stop loss strategy.

The next meeting is scheduled for September 26; John Texter will try and get permission from our representative to hold the meeting at AG Edwards offices so options can be discussed.

E. Membership Renewal Policy

Bob Paulus was contacted by MALPH regarding the resend of membership renewals. Policy needs to be established regarding membership renewals. Perhaps only one notification should be sent through the mail to members for renewal. After which time email reminders will be sent to members.

Nancy Atwood stated that the paper bills are beneficial for those people that work for Counties that pay memberships.

Bob Paulus will work on a policy change and present it at the next board meeting.

F. MOWRA-MOU

Contract has not yet been signed. Bob Paulus needs motion to sign the contract.

Motion by Nancy Atwood and seconded by Tracy Nelson for Bob Paulus to sign the MOWRA-MOU. Motion passed unanimously on a voice vote.

VII. NEW BUSINESS

A. Gene Paez Emeritus Status

Gene voiced application for Emeritus Status.

The incoming president may be either active or emeritus member.

Bob Paulus thinks a formal application should be submitted to the Awards Committee for consideration.

Nancy Atwood officially nominated Gene Paez for consideration by the Awards Committee.

B. Ride-Sharing added on website

Holly Gohlke contacted Kristen Schweighoefer to put something on the website for ride sharing for conferences.

Erin Miller stated a message board needs to be added to the website to enable members to contact each other. Something like MiFood could be created to allow for this type of communication. A message board may be easier for this purpose.

This was tabled until next meeting.

C. Pay pal on website

Bob Paulus will follow-up and have something for the board to make a decision on at next meeting.

VIII. COMMITTEE REPORTS

A. AEC

No report

B. Audit

No report

C. Awards

Pat Donovan reported.

Currently working on ordering the pens for speaker gifts.

Four applications have been received for emeritus members and distinguished service awards.

2009 nomination forms are online.

Dave McMullen memorial/plaque at Ferris State University is still in process of being relocated to a more prominent location.

Art Harvey memorial at Ferris State University has not yet been located, nor any record of it.

Pat Donovan will draft a letter to Ferris about establishing/redirecting the student Environmental Health chapter to include Hospitality students. This letter will be copied to the president.

Pat Donovan is also approaching CMU and LSSU about student membership chapters at their university.

Bob Paulus suggested providing incentives to the student groups (group memberships?) in order to promote more activity.

D. By-Laws Ad-Hoc

Pat Donovan wanted chairpersons to remind committees to provide draft documents to Brian Cecil.

E. Continuing Ed

No report

F. Endowment

Tricia Dreier reported:

Golf Outing is scheduled for Friday September 12, 2008 at The Emerald at Maple Creek in St. Johns, MI @ 8:30am.

Currently in need of volunteers for the outing.

G. Environmental Education

No committee chair

H. Environmental Health Curriculum

Pat Donovan will be meeting this fall with the two universities to discuss.

I. Food Protection Conference

Janet Phelps reported the conference is moving forward. Major sponsors will be Meijer and Wal-Mart. All speakers have been secured, and they are still seeking exhibitors.

Erin Miller stated that 6 scholarships have been awarded.

Great Lakes Conference on Food Protection still has scholarships available for lodging and registration.

J. Grant and Training Funds

No report

K. Groundwater Wastewater Conference
Flyers have been mailed to membership.

L. Membership
No report

M. Nominations and Resolutions
No report

N. Professional Development
No report

O. Ready Reference
No report

P. Wastewater Conference
No report

Q. Website Development
No report

R. Licensure/Credential Ad-Hoc
Barb Nickels has joined the committee.
There has been discussion about drafting of language for the scope of practice. A general 3-4 sentence scope of practice will likely be drafted and submitted to the board. A scope of practice will be delivered to the board in October.

IX. NEXT MEETING

The Executive Board will meet September 26th, 2008 at a location to be determined. The meeting will start at 10am on September 26th, 2008.

X. ADJOURNMENT

Motion by Erin Miller and seconded by Nancy Atwood to adjourn the Executive Board Meeting at 12:19 pm. Motion passed unanimously on a voice vote.

Respectfully submitted,



Adeline Hambley, REHS
MEHA Secretary
August 15, 2008