



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

January 9, 2009

Amended 4/17/09

I. CALL TO ORDER

The Executive Board of the Michigan Environmental Health Association held a meeting on January 9, 2009 at the Ingham County Health Department in Lansing, Michigan. President Bob Paulus called the meeting to order at 10:15 am.

Members Present: Bob Paulus, Gene Paez, John Texter, Adeline Hambley

Members Teleconferencing: Darren Bowling, Erin Miller, Janet Phelps, Ken Priest, Tracy Nelson, Lynne Madison

Members Absent: Nancy Atwood, excused

Guests Present: Harry Grenawitzke

Guests Teleconferencing: Kevin Halfman, Pat Donovan

II. ADDITIONS TO THE AGENDA

NONE

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

III. SECRETARY'S REPORT

A. Approval of October 31, 2008 minutes

Motion by Gene Paez and seconded by Tracy Nelson to approve the minutes as amended. Motion passed unanimously on a voice vote.

B. Approval of December 12, 2008 minutes

Location noted on minutes was changed from MDEQ Cadillac Office to MALPH office in Lansing.

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

IV. TREASURER'S REPORT

A. Approval of Treasurer's Report

John Texter submitted statement December 10, 2008 through January 8, 2009

There was general discussion regarding payment of the 2008 MDA grant funding.

The final grant payment has not yet been received so the checking balance is low. There should be a deposit made into the account shortly.

Motion by Tracy Nelson and seconded by Erin Miller to approve the Treasurer's report.

Motion passed unanimously on a voice vote.

V. **PRESIDENT'S REPORT**

A. Financial Health of MEHA---Harry Grenawitzke reporting

Motion by Gene and seconded by John to go into executive session.

Discussion---

There was general discussion on whether information should be made available to the membership. It was agreed that board should first consider information prior to dissemination to membership.

Motion passed unanimously on a voice vote.

**Motion by Erin Miller and seconded by Darren Bowling to exit executive session.
Motion passed unanimously on a voice vote.**

VI. **UNFINISHED BUSINESS**

A. Policy & Procedure

No report

B. Michigan Licensure—Strategic Fund

Tabled until Feb. meeting

C. Journal

Tracy Nelson reported that journal is almost complete and should be sent out Monday 1/12/09.

D. Membership Renewal Policy—Billing, Notifications, Cards, Mailing

Bob Paulus reporting—Bob stated he examined current membership fees and possibility of increasing membership fees. He proposes an increase to the membership fee by \$5 and giving a discount for paying early as opposed to a penalty for a paying late. The proposal would be to increase dues to \$45 and offer discount if renewed at least 30 days prior to renewal. Also, offer 50% discount for referrals for new members. There needs to be some incentive for people to recruit membership. There has been a large membership loss from MDA and DEQ. Perhaps we could consider institutional block memberships. This could be allowing a discounted membership to 25 individuals for a discounted fee of \$25 per

person for membership. These are just different ways of possibly increasing membership and dues.

Renewal notification needs to be electronic to save on postage fees and printing. The application could be changed to provide a box to check to receive notification by mail; otherwise the default is electronic notification.

Kevin Hoffman (MDEQ)—brought the idea to MDA to try to get people to become members. There is currently very little money budgeted for memberships. Perhaps there could be an option to roll membership into the registration for the AEC. Kevin will work on developing a policy to address this in the future and will stay in contact with Bob Paulus.

In previous years the MDA tied their annual meeting in with the AEC to increase attendance at the event. Perhaps this could be considered for the 2010 AEC. Kevin will stay in communication with MDA and Bob Paulus.

There was general discussion about drafting a policy for review and consideration by the board.

Motion by Addie Hambley seconded by Erin Miller to increase the membership fees to \$50 for those memberships renewed less than thirty days prior to renewal date.

Discussion—Ken Priest expressed concerns with the thirty days prior, perhaps ten days would work better.

Pat Donovan asked what the planned date of inception would be, and how will this be tracked.

Gene Paez suggested MEHA consider increasing fees to help bring in more money for operations.

Roll Call Vote

Erin-Yes

Darren-No

Janet-No

Ken-Yes

Tracy-No

Lynne-No

John-Yes

Gene-No

Addie-Yes

Bob- Yes

~~Motion Carried~~

Motion did not carry

VII. NEW BUSINESS

A. Professional Development Reimbursement

Motion by Lynne Madison and seconded and Gene Paez to make payment to those individuals approved by the Professional Development committee.

Discussion--

There was general discussion to review policies regarding reimbursement due to monies available.

Motion passed unanimously.

VIII. COMMITTEE REPORTS

A. Website Development

No report

B. AEC

Report to be presented at next board meeting.

C. Awards

Pat Donovan reporting—7-9 plaques will need to be prepared (\$180-\$200/plaque). Pat needs a down payment from the board to get moving with the plaques. Last year the bill was approx. \$1700-\$1800. There is a minimum of 7 plaques to be prepared for 2009. Usually the down payment is required prior to the vendor ordering materials. There will be more research into award options that may help reduce the cost.

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—there was an overall loss at the conference, as the registration couldn't be counted as true income due to scholarships. A full report will be presented to the board at the Feb. board meeting.

I. Grant and Training Funds

No report

J. Groundwater Wastewater Conference

No report

K. Membership

No report

- L. Nominations and Resolutions
No report
- 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
No report
- S. Licensure Committee
Pat Donovan reporting---The committee is working with MALEHA to develop definitions.
Pat hopes to have the scope of practice and definition prior to Feb board meeting. Goal is to present to legislature prior to summer break.

IX. NEXT MEETING

The Executive Board will meet Monday February 16, 2009 at the MALPH office in Lansing, Michigan. The meeting will start at 10am on February 16, 2009.

X. ADJOURNMENT

Motion by Addie Hambley and seconded by Erin Miller to adjourn the Executive Board Meeting at 1:18 pm. Motion passed unanimously on a voice vote.

Respectfully submitted,



Adeline Hambley, REHS
MEHA Secretary
January 9, 2009