



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 February 12, 2009

I. CALL TO ORDER

The Executive Board of the Michigan Environmental Health Association held a meeting on February 12, 2009 at the Ingham County Health Department in Lansing, Michigan. President Bob Paulus called the meeting to order at 10:10 am.

Members Present: Bob Paulus, Gene Paez, John Texter, Adeline Hambley, Lynne Madison, Nancy Atwood

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

Members Absent: None

Guests Present: Larry Johnson, Julie Zydbel

Guests Teleconferencing: Pat Donovan

II. ADDITIONS TO THE AGENDA

V. add item

c. Endowment Policy

Motion by Lynne Madison and seconded by Nancy Atwood to accept the agenda as amended.

Motion passed unanimously on a voice vote.

III. SECRETARY'S REPORT

A. Approval of January 9 2009 minutes

Motion by Tracy Nelson 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 January 1, 2009 through February 9, 2009

Checking balance is back up to approx. \$10,000. Endowment fund continues to suffer losses. Outstanding items include MALPH bills for the remainder of the year as well as \$500 for student scholarship at the AEC. Projected balances in the checking at year end should be approx. \$6000 to \$9000.

There are funds from the silent auction last year that need to be shifted into the endowment fund—it is intended that funds will be transferred after the 2009 AEC silent auction.

Motion by Nancy Atwood and seconded by Gene Paez to approve the Treasurer’s report.

Motion passed unanimously on a voice vote.

V. PRESIDENT’S REPORT

A. Review of discussion with MALPH

Current MALPH duties include:

- Handling renewals and new membership applications
- Maintenance of database as well as renewal notice mailings.
- They are also responsible for registration and fee collection for MEHA conferences. The deposit of all money received is handled by MALPH.
- They also field the phone calls for MEHA.

Approx. 260 total hours spent on MEHA per year (approx. \$60/hr). The fee is approx. 70% of membership dues received. Bob Paulus recommends to the board that a committee of 3-4 people be formed to put together and RFP to be sent out.

Motion by Nancy Atwood and seconded by Lynne Madison that the President form a committee to develop a request for proposal.

Discussion

Gene Paez suggested that the Audit Committee create be charged with this duty.

Motion amended that the President to form a finance committee.

Motion passed unanimously on a voice vote.

VI. UNFINISHED BUSINESS

A. MEHA Financial Position

There was general discussion regarding the financial health of MEHA and the future outlook of organization. Different options for limiting spending were discussed. Also discussed was financial oversight for conference planning. John Texter stated that MEHA should at least break even this year. The Finance Committee will be created to meet and determine different areas where money could be saved.

B. Membership Renewal (finalize policy for distribution to Membership)

Bob Paulus presented new forms reflecting the changes in membership fees. There was general discussion regarding how to clarify the policy to members. Lynn Madison suggested making the dates clearer, “early bird special”. Darren Bowling provided a draft form for the membership referral policy. Review the draft prior to next meeting.

C. Endowment Policy

Gene Paez provided a brief overview of the draft endowment fund policy. This is to be reviewed by board for next meeting.

VII. NEW BUSINESS

A. Future Conference Options (Lynne Madison to lead discussion)

Lynne presented information on CVENT---go to www.cvent.com for information. This is a tool for conference planning and management. Services provided include conference WebPages, emailing, registration, RFP's to various locations, data review, online secure payment, prints out name badges, and other services to streamline conferences and maximize attendance. Approx. cost \$1000 annual maintenance fee + \$5.70/registrant.

B. MALPH Contract

See above

VIII. COMMITTEE REPORTS

A. Website Development

No report

B. AEC

Nancy Atwood reporting—PowerPoint at business meeting instead of packets. General discussion about making sure all members received a copy of the AEC information.

Awards banquet has been moved to an extended lunch on Thursday, the business meeting has been moved to Thursday night at 5pm.

C. Awards

Motion by Ken Priest seconded by Nancy Atwood to go into executive session.

Opposed Darren

Motion Carries

Motion by Gene Paez and seconded Nancy Atwood by to exit executive session.

Motion passed unanimously on a voice vote.

D. Continuing Ed

No report

E. Endowment

No Report

F. Environmental Education

No report

G. Environmental Health Curriculum

No report

H. Food Protection Conference

No report

I. Grant and Training Funds

No report

J. Groundwater Wastewater Conference

Motion by Nancy Atwood seconded by Tracy Nelson to move GW conference to every other year skipping 2009.

Motion passed unanimously on a voice vote.

K. Membership

No report

L. Nominations and Resolutions

No report

M. Professional Development

Nancy Atwood reporting—Mike Morehouse has received a request for the \$500 scholarship award. The applicant has met all of the requirements for the scholarship.

General discussion regarding the ability to afford the \$500 scholarship.

Motion by Janet Phelps and seconded by Darren Bowling to approve the scholarship.

Motion passed unanimously on a voice vote.

N. Ready Reference

No report

O. Wastewater Conference

Tracy Nelson--no report at this time.

P. Audit

No report

Q. By-Laws Ad-Hoc

No report

R. Policy and Procedures

No report

S. Licensure Committee

Pat Donovan reporting—Provided updated on collaborative effort with MALEHA. Requesting board review definition of environmental health as well as the scope of practice. This report will be reviewed by the board and discussed at a conference call to be held at 8:30am on February 17, 2009.

IX. NEXT MEETING

The Executive Board will meet Thursday March 19, 2009 at the annual business meeting at the Park Place Hotel in Traverse City, Michigan. The meeting will start at 5pm on March 19, 2009.

Board meetings for 2009-2010 will be held the 3rd Friday of the month at 10am at the Ingham County Health Department in Lansing, MI.

X. ADJOURNMENT

Motion by Erin Miller and seconded by Lynne Madison to adjourn the Executive Board Meeting at 12:50pm. Motion passed unanimously on a voice vote.

Respectfully submitted,

Adeline Hambley, REHS

Adeline Hambley, REHS
MEHA Secretary
February 12, 2009