



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 April 17, 2009

I. CALL TO ORDER

The Executive Board of the Michigan Environmental Health Association held a meeting on April 17, 2009 at the Ingham County Health Dept in Lansing, Michigan. President Gene Paez called the meeting to order at 10:11 am.

Members Present: Gene Paez, John Texter, Adeline Hambley, Chris Klawuhn

Members Teleconferencing: Erin Miller, Scott Barr, Nancy Atwood, Bob Paulus, Tracy Nelson, Lynne Madison

Members Absent (excused): Darren Bowling

II. ADDITIONS TO THE AGENDA

None

Motion by Adeline Hambley and seconded by Bob Paulus to accept the agenda as submitted. Motion passed unanimously on a voice vote.

III. SECRETARY'S REPORT

There was general discussion of the January board meeting minutes. Gene pointed out that a three-quarters majority vote is required to change fees. This was not met in the January vote. The January minutes will be amended to reflect that the motion did not carry and is voided.

A. Approval of February 12, 2009 minutes

Motion by Bob Paulus and seconded by Chris Klawuhn to approve the minutes as submitted. Motion passed unanimously on a voice vote.

B. Approval of the March 19, 2009 minutes

Motion by Chris Klawuhn and seconded by Bob Paulus to approve the minutes as submitted. Motion passed unanimously on a voice vote.

IV. TREASURER'S REPORT

A. Approval of February 16, 2009 – March 16, 2009 Treasurer's Report

Motion by Bob Paulus and seconded by Chris Klawuhn to approve the Treasurer's Report as submitted. Motion passed unanimously on a voice vote.

B. Approval of March 16, 2009 – April 16, 2009 Treasurer's Report

Motion by Bob Paulus and seconded by Nancy Atwood to approve the Treasurer's Report as submitted. Motion passed unanimously on a voice vote.

Nancy Atwood pointed out that there is a projected profit of \$8700 still not accounted for from the AEC.

Gene Paez discussed current MEHA finances as of March 16, 2009. He also pointed out that \$3000 still needs to move from the general fund to the Endowment Fund (these are profits that were earned at previous AEC's and not moved into the account due to the volatile market). Also, \$9000 taken from the Reserve fund previously will need to be deposited back into the Reserve fund.

V. PRESIDENT'S REPORT

President Paez reported that he attended the South West MEHA spring conference in South Haven. The conference was well attended and he was approached by a few individuals about helping with next years AEC.

He also has put together a letter to go on the website that gives thanks for everyone's hard work, the consolidation of conferences, as well as discussing the financial health of the organization.

He attended a laboratory system improvement stakeholder meeting for MDEQ. It is important for MEHA to have a presence at these types of meetings and we should encourage membership participation in these meetings.

CVENT—President Paez attended a webinar for the CVENT program. It is approx. \$1200 to purchase program and another \$1200/yr for maintenance. However, the program takes care of all aspects of conferences, from registration, notifications, etc. He did mention to Julie that perhaps MALPH should look into this and MEHA could help share the cost.

President Paez spoke with Ron Grimes regarding the addition of half day conferences and using web technology to make it available to everyone. The cost is \$5/connection for the use of the webinar. Nancy Atwood says this will really hurt the AEC, as registration is what covers the cost of holding the conference. If the seminars are available for \$10 per head then you will likely suffer a loss on the conference. Gene was looking more at the half day conferences to make this available in addition to the AEC, not necessarily for use at the AEC. This would help us to continue to provide education to the membership throughout the year, as we move to a single mega conference each year. Gene is tabling this discussion until the July planning session, so it can be discussed further.

Financial Report with Paul Parsons:

President Paez questioned Paul whether MEHA is still within the policy regarding investment strategy. Paul Parsons confirmed MEHA is well diversified and the portfolio looks good, and the model is being followed as they were directed. There was general discussion of current investments and fund performance. Paul Parsons did state that a formal policy from MEHA has never been received and they are operating on what was discussed and recorded at previous meetings. Paul Parsons also recommended investing money in smaller amounts as opposed to one lump sum due to the volatility of the market.

Return to President’s Report:

President Paez spoke with Patty regarding the current contract at the Double Tree in Bay City. The contract will be moved from October to March of 2010. Gene will present more information on this contract as he gets it.

Bob Paulus (commenting on Paul Parsons report)—perhaps we should structure our MEHA Endowment fund reimbursement with a monthly payment until fully paid back (as recommended by Paul Parsons), as opposed to one lump sum payment. This issue is tabled until we have better understanding of our budget, and the amount of funds to be invested.

VI. UNFINISHED BUSINESS

A. MOWRA Update

MOWRA has a possible income of approx. \$2000 coming to MEHA from this conference. Dan Sandahl can come and speak about this at future board meeting.

B. Membership Renewal

Fee Changes for membership--revisiting the membership increase as originally considered at the January board meeting.

Gene Paez stated that an overall increase in membership dues be considered.

Bob Paulus made motion and seconded by Scott Barr to increase membership fees to \$45.

General Discussion:

Scott Barr stated it would be difficult to assess late fees as previously discussed.

Incentives to increase membership to be discussed at July planning session.

Roll Call:

Erin: Yes

Scott: Yes

Nancy: Yes

Bob: Yes

Tracy: Yes

Lynne: Yes

John: Yes

Chris: Yes

Addie: Yes

Motion carries

C. Strategic Planning

Strategic Planning session will be held July 13 & 14, 2009 at the RAM Center. The morning of the 13th will be general business, and the afternoon will be strategic planning with the board. The 14th will be strategic planning with the committees. It appears that funding should be available to cover the costs of the planning session. In May the room arrangements will be determined. There was general discussion regarding how many people will attend and limiting this to reduce cost. Tabled until next meeting.

D. Auditor Recommendations

None

E. Bonding the Treasurer

John Texter reported on the costs associated with bonding the Treasurer. This will help to protect the organization from dishonesty and acts as insurance against potential losses associated with this dishonesty. Gene Paez stated under current policy the Treasurer should be bonded, so at minimum a bond should be purchased for the Treasurer. In the future we should require that MALPH be bonded (at their expense).

F. AEC Update—Nancy Atwood

The budget for the AEC was submitted to the board for review. The projected profit for the AEC is \$8700. There is a bit of the discrepancy for the MDA individuals attending. There was a donation made of \$500 by MDA to MEHA as MDA employees cannot have MEHA membership reimbursed. She has also not been able to get a breakdown of costs from MALPH. Gene Paez pointed out that under the MALPH contract they are supposed to provide services for our conferences, so this blanket fee under which they've been operating hasn't required a breakdown of costs.

G. Licensure Update

None

VII. NEW BUSINESS

A. Future Conference Options

The 2010 AEC will be in Bay City and 2011 AEC will be in Traverse City due to previous contractual obligations. There was general discussion to form a committee in the future to review places and negotiate contracts. The future of MEHA conferences will be discussed at the strategic planning session in July.

B. MALPH Contract

Gene Paez is in discussion with MALPH to move into an hourly fee for services versus a blanket fee for all services. This should help reduce costs due to reduced number of conferences and reduced membership. Julie also confirmed that MALPH will continue to be in existence and are looking at hiring a new executive director. Gene will continue to negotiate with MALPH and report back to the board. The budget committee will follow up. There was general discussion regarding online renewal of membership. Discussion to be continued in July.

C. Finance Committee

President Paez gave an overview of the finance committee charges. Committee is to meet quarterly, dates to be determined. Gene Paez will review what is required to create a new committee.

D. Committee Charges

The committee charges need to be reviewed and updated. This will be revisited at the July planning session.

E. Budget Discussion

In May, President Paez will start emailing the finance committee so the budget can be approved by June.

F. Investment Policy

Gene Paez reviewed the revised investment policy draft for review by the board. There was general discussion and review of the revised policy.

G. AEC Contract

The contract with Double Tree was reviewed by Bob Paulus and Nancy Atwood. This will be reviewed further prior to the end of the month. There was general discussion regarding the contract and estimated number of attendees.

VIII. COMMITTEE REPORTS

A. Website Development

Kristen Schweighoefer reporting—MEHA now has a page on Facebook. Also, the MEHA discussion board has received some activity.

B. AEC

Jennifer Kosak, Peggy French, Rodney Blanchard, and Amy Dorey would like to help with the 2010 AEC. President Paez will be in contact with these individuals.

C. Awards

Dick Fleece and Joe Crigier will be co-chairs of the Awards Committee.

D. Continuing Ed

Chair of Continuing Ed will remain as Barb Nickels.

E. Endowment

Chair of Endowment will remain as Tricia Dreier.

\$1178.12 brought in at the AEC from the silent auction and picture raffle. \$634.88 in expenses (including 30 items for the 2010 silent auction).

The next meeting will be held May 29, 2009.

The annual golf outing info:

September 11, 2009 @ The Emerald in St. Johns

Cost: \$75/person

\$100 to sponsor a hole
Donuts, coffee, lunch, and door prizes.

F. Environmental Education
No report

G. Environmental Health Curriculum
No report

H. Food Protection Conference
No report

I. Finance Committee

Gene Paez presented Finance Committee charges:

1. Structure: President, President Elect, Past President, Treasurer
2. Meet: Quarterly or as needed
3. Review Endowment, Strategic, Reserve Funds
4. Review current status of yearly finances
5. Review Management Services Contract to assure compliance
6. Assure yearly financial audit report conformance
7. Prepare report for MEHA board

Liaisons, Representatives, Coordinators:

1. Will remain best interests of MEHA
2. Shall provide information on a regular basis to MEHA board
3. Any decisions affecting MEHA will be reviewed by MEHA board prior to support by Liaison, Representative, or Coordinator
4. Can be appointed by President with approval of MEHA board
- 5.

Motion by Adeline Hambley and seconded by John Texter to approve the committee charges as written. Motion passed unanimously on a voice vote.

J. Grant and Training Funds
No report

K. Groundwater Wastewater Conference
Holly Gohlke will remain as chair.

L. Membership
No report

M. Nominations and Resolutions
No report

N. Professional Development
No report

O. Ready Reference
No report

P. Wastewater Conference

Tracy Nelson--no report at this time.

Q. Audit

No report

R. By-Laws Ad-Hoc

No report

S. Policy and Procedures

Brian Cecil will remain as chair. Please send any P&P's passed within the last year so these updates can be reflected.

T. Licensure Committee

Pat Donovan and Adam London will be co-chairs of the Ad-hoc committee

U. Technical Advisory Ad-Hoc

Regina Young reporting. Currently they are working on reformatting advisories—most recently on septic tank risers. MOWTEC is trying to sustain operations; council is working to help facilitate this. The next meeting will be held in May.

Regina Young will also represent MEHA on the Groundwater Permits Improvements Process Committee.

There was general discussion about making the TAC ad hoc committee a formal MEHA committee. This was generally agreed upon and will be presented at the next annual business meeting.

Motion by Bob Paulus and seconded by Chris Klawuhn to approve the President's list of committee chairs. Motion passed unanimously on a voice vote.

IX. NEXT MEETING

The Executive Board will meet Friday May 15, 2009 at the Ingham County Health Department in Lansing, Michigan. The meeting will start at 10am on May 15, 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 Adeline Hambley and seconded by Chris Klawuhn to adjourn the Executive Board Meeting at 1:23pm. Motion passed unanimously on a voice vote.

Respectfully submitted,

Adeline Hambley, REHS

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MEHA Secretary
April 17, 2009