

**Washington State Environmental Health Association
Board of Directors Meeting Minutes**

February 21, 2014

Via conference call

Present

Michael Baker (*President-Elect*), Jodie Holdcroft (*Olympic Region Vice-President*),
Ross Lytle (*Secretary*), Kay Massong (*President*), Megan McNelly (*Publications Committee Chair*),
Scott Paradis (*Eastern Region Vice-President*), Jesse Smith (*Treasurer*),
Ned Therien (*Procedures Committee Chair*), Mike Vinatieri (*Southwest Region Vice President*),
Kerri Wagner (*Executive Secretary*), Delilah Zelkanovic (*University of Washington*)

Approval of Agenda

Ross made the motion to approve the Agenda as presented. Mike V. seconded the motion. Motion approved.

Approval of Minutes

Board Meeting minutes of 11/25/13 – Kay noted that she had been omitted from the list of attendees at the November 25th Board Meeting. Ross will add her name to the list.

Mike V. made the motion to approve the Minute of November 25th, 2013 with this correction. Scott seconded. Motion approved.

Chico Bags for AEC e-mail vote – the vote summary was accepted by the Board.

Pool Conference e-mail vote – the vote summary was accepted by the Board.

Treasurer's Report

Jesse provided an update as to WSEHA's investment and checking accounts.

2014 Budget – It was noted that, with regard to the upcoming Pool Conferences, "income" is categorized in "Registration Fees – Conferences", and expenses in "Training Events".

The 2014 WSEHA Budget is essentially unchanged from the 2013 Budget.

- Kerri noted that, with the adjustment to the Insurance figure, and the money allocated for the printing cost of new Pool Manuals these figures equal about the amount of the budget deficit. Ordering new Pool Manuals is needed if we want to continue distributing them at the conferences. We do not have enough for future pool conferences beyond this year. We have not printed any new ones since 2010.
- Ned noted that there is no money in the proposed Budget to send someone to the National Environmental Health Association (NEHA) Conference this year. This may be something we want to re-introduce into the Budget next year.
- Kay recommended that we table the Budget until Jesse makes the corrections.

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Committee Reports

Education Committee

- **2014 Annual Education Conference (AEC) Committee update** - Kerri noted that Michael Baker open the Plenary Session, to be followed by John Austin (Chairman of the State Board of Health), and Mary Ann Guichard's (Assistant Secretary of the Environmental Health Division of WDOH) panel.

WOSSA will be conducting a special, abbreviated 1½-day class at the AEC. The class will take place Monday afternoon (5/12), and all day Tuesday (5/13). The class will require an additional \$75 fee, on top of AEC registration.

Kerri noted that there have been just two registrations submitted so far. Jodie said that some of this may be due to the fact that there has been no conference schedule posted yet. Lauren said she is waiting to finalize this, as she has still not gotten confirmation letters out to all of the speakers yet. Mike V. added that some local health jurisdictions are not registering their employees until a conference schedule is available. Other options for posting conference information included:

- calendars for general class descriptions
- tentative conference schedules, listed by subject
- an information link to the WOSSA website regarding the class at the AEC (needs some clarification). Mike V recommended that we emphasize the condensed nature of the class

Kerri also reminded the Board that there is no on-line registration for the AEC this year.

Megan McNelly is currently putting together the AEC Program for this year. She needs all speaker and class information by mid-March.

Mike V. is handling the marketing portion of the AEC. He has contacted more than 20 potential vendors. So far, there have been few vendors who have also wanted to give presentations at the AEC. He has also contacted Janet Anderberg (WDOH) for food industry- related contacts.

Sally Waters has purchased the "Chico Bags" for the conference. Kathy Pierson will arrange for the presentation moderators.

We are still in the process of arranging for continuing education units (CEUs) with the Washington State Board of Registered Sanitarians (WSBRS), NEHA, and the Solid Waste Association of North America (SWANA).

The social events on Monday evening will include a band and beer. WSBRS and WSEHA will both be holding their business meetings during this time.

Committee Reports (cont.)

Education Committee (cont.)

• **2014 Annual Education Conference (AEC) Committee update (cont.)**

Michael B. added that we want to be sure and recognize the contribution of all AEC volunteers at the Conference.

Nominations and Awards Committee – Joe Graham has not received any nominations for the WSEHA Awards so far. The March 14th deadline may need to be extended.

International Health Committee - Ross informed the Board that the IHC membership has selected Water 1st International as the recipient project for the 2014 Silent Auction. We have previously featured Water 1st as our project, at the Joint Conference on Health in Yakima in 2007. He also noted that IHC participation has been somewhat light, but enough members have expressed interest to where we can proceed with a Silent Auction at the AEC. He is waiting for some final information about last year's auction to submit the final abstract for the presentation.

Policy and Procedures Committee – Kerri informed the Board that, per some recent training that Jesse attended, it is important that, if any e-mail vote is conducted, the vote must be unanimous. We will need to incorporate this change into our Policies and Procedures Manual. Ross said he would draft the wording for this change. Michael B. added that the wording will need to include the procedure by which we confirm that a Board member is “unavailable” for an e-mail vote.

President's Report

Kay reminded the Board that we are still looking for nominations for Northwest Regional Vice-president, President-Elect, and Secretary for WSEHA Officer's elections at the AEC.

Executive Secretary's Report

Scholarships - Kerri noted that she has been in contact with Chuck Treser (University of Washington) about offering WSEHA scholarships to UW students. The information is listed on the WSEHA website.

Sustaining Member - Kerri also informed the Board that we have our first Sustaining Member – Sanitary Service Company, of Bellingham.

Pool Manuals – We need to get in touch with Gary Fraser and/or Dave DeLong about the current Pool Manuals. We need to determine whether the Manuals need updating in any way. Kerri said she will contact Dave.

Regional Vice-President's Reports

Olympic Region – Jodie Holdcroft – No report.

Central Region – James Rivard – No report.

Northwest Region - (currently vacant) – No report.

Southwest Region – Mike Vinatieri - No report.

Eastern Region – Scott Paradis – No report.

New Business

Northwest Environmental Health Conference – Dick Pedlar volunteered to go to the Northwest Environmental Health Conference, April 8th, at Portland State University, on behalf of WSEHA. He offered to staff a WSEHA table at the conference, provide WSEHA information, and possibly present a WSEHA-related Power Point slide show.

The proposal to provide some funding for this was brought up for an e-mail vote. Since the results were not unanimous, the matter needed to be discussed at a regular Board meeting.

Mike V. made the motion to approve the funding for Dick to attend the conference – monetary amount to be capped at \$250. Michael B. seconded. Motion approved. Kerri will contact Dick Pedlar with the results.

Pool and Spa Conferences – Dave DeLong is working on the flyers for the conferences (April 24th in Lakewood, and April 29th in Kennewick). The budget for the conference was approved in the above-mentioned e-mail vote.

Next meeting – The next WSEHA Board meeting was tentatively scheduled for the week of March 24th, with the exact date to be finalized later.

Adjourn

Ross made the motion to adjourn the meeting. Mike V seconded. Motion approved. Meeting was adjourned at 10:47 a.m.

Summary of Board Motions and Decisions

⇒ **The Agenda was approved as presented.**

⇒ The Board reviewed the **Minutes for the November 25, 2013 Board Meeting**. Kay noted that she had been omitted from the list of attendees. Ross will add her name to the list.

Mike V. made the motion to approve the Minutes of November 25th, 2013 with this correction. Scott seconded. Motion approved.

Written e-mail vote summaries, regarding the purchase of bags for the AEC, and a proposed Pool Conference budget, were accepted by the Board.

⇒ In the **Treasurer's Report**, Jesse provided an update as to WSEHA's investment and checking accounts.

The 2014 WSEHA Budget was discussed. It is essentially unchanged from the 2013 Budget. It was recommended that the budget be tabled until some corrections are made.

⇒ In the **Committee Reports**,

Education Committee – extensive updates were provided regarding the upcoming WSEHA Annual Education Conference. Among the topics were:

- Plenary speakers
- A special, condensed WOSSA class to be offered
- Problems with registration, schedules, etc.
- Marketing toward corporate exhibitors
- Continuing education units (CEUs)

Nominations and Awards Committee – Joe Graham has not received any nominations for the WSEHA Awards so far. The March 14th deadline may need to be extended.

International Health Committee - Ross informed the Board that the IHC will proceed with the Silent Auction. Also, he informed the Board that Water 1st International was chosen as the 2014 recipient project.

Policy and Procedures Committee – Kerri informed the Board that, per some recent training that Jesse attended, it is important that, if any e-mail vote is conducted, the vote must be unanimous. We will need to incorporate this change into our Policies and Procedures Manual. Ross said he would draft the wording for this change.

⇒ In the **President's Report**, Kay reminded the Board that we are still looking for nominations for Northwest Regional Vice-president, President-Elect, and Secretary for WSEHA Officer's elections at the AEC.

⇒ In the **Executive Secretary's Report**, Kerri updated the Board as to WSEHA scholarships still available, WSEHA's first Sustaining Member, and the possible need to revise the current Pool Manuals.

⇒ No **Regional Vice-President's Reports** were submitted for this Board meeting.

Summary of Board Motions and Decisions (page 2)

⇒ In **New Business**, a proposal to provide some funding for Dick Pedlar, to attend the Northwest Environmental Health Conference, April 8th, at Portland State University, on behalf of WSEHA, was brought up for an e-mail vote. Since the results were not unanimous, the matter was discussed this Board meeting.

Mike V. made the motion to approve the funding for Dick to attend the conference – monetary amount to be capped at \$250. Michael B. seconded. Motion approved.

⇒ Also in **New Business**, the next WSEHA Board meeting was tentatively scheduled for the week of March 24th, with the exact date to be finalized later.

⇒ *Ross made the motion to adjourn the meeting. Mike V seconded. Motion approved. Meeting was adjourned at 10:47 a.m.*