

Washington State Environmental Health Association Board of Directors Meeting

September 13, 2007

(via conference call)

Present

WSEHA – Vikki Brus (*Eastern Regional V.P.*), Geoffrey Crofoot (*Northwest Region V.P.*), Steven Garrett (*nominee for Treasurer*), Jodie Holdcroft (*Olympic Region V.P.*), Kathy Kondakjian (*Executive Secretary*), Ross Lytle (*Secretary*), Dick Pedlar (*Web Master*), Dave Riggs (*NEHA Region IVice-President*), Bruce Scherling (*Southwest Region V.P.*), Carol Spaulding (*Treasurer*), Ned Therien (*President-Elect*), Mike Vinatieri (*President*).

Meeting called to order at 1:00 p.m.

Agenda

Geoffrey moved to approve the Agenda as presented. Ned seconded. Motion approved.

President's Report

Newsletter - Mike informed the Board that he has been continuing to line up sponsors for the Joint Conference. Ned also noted that he has been in contact with Eric Evans (Kitsap County Health District) regarding the newsletter. He also noted that we need to correct the e-mail link from the WSEHA web page to the JCH website. Mike and Jonathan hope to have the WSEHA newsletter out by Thursday or Friday of next week. We should also have about three weeks to have the Training Needs Survey, and the NOWRA conference information out to the membership before the Joint Conference.

NOWRA & EPA Model Code Regulator Workshop - Mike is in the process of contacting John Thomas (WOSSA) to encourage their membership to attend the NOWRA & EPA Model Code Regulator Workshop at the JCH. Mike added that he would like to get 25 to 50 non-regulators attending the workshop.

Mike asked for a motion to have WOSSA mail out information regarding the Workshop, and that WSEHA would re-imburse them at a later date. *Dave made the motion to have WOSSA mail out information regarding the Workshop to their membership, and for the Board to re-imburse them up to \$85. Bruce seconded. Motion approved.*

President's Report (cont.)

NOWRA & EPA Model Code Regulator Workshop (cont.)

Mike asked Kathy how much seating room was available at the Yakima Conference Center. Kathy said she thought 80 attendees were possible if theater-style seating was arranged. Vikki noted that the JCH website states that "...only the first registrants will be accepted..." Mike said that he would talk to Linda Hamlin-Bohmer (NOWRA), to see if there will be a limit. Then we will decide if a limit of 20 people will be necessary.

Review of 2007 Joint Conference on Health

Registration and scheduling - Kathy informed the Board that she expects a total of about 500 attendees at the JCH. She didn't have a breakdown as to the number of public health vs. environmental health people. She added that registration for the Conference will not be finalized for another week or two, and that we still have a final conference program to put out.

Kathy added that we are still "going back and forth" about the scheduling for some of the plenary speakers. She has received an e-mail from Howard Frumkin's office – we will need to move him back to Monday (Oct. 8). We may still be looking for a Tuesday morning speaker. We also need to finalize the list of nominees and award winners. She needs to know which awards are being presented. Ned added that he doesn't know anything yet about the student scholarships, as there have been no nominations.

Kathy has been in touch with Marnie Boardman about the Community Environmental Health Assessment Workshop (Sun. Oct. 7). No registration figures are available for that session yet. Kathy also said that she had some cancellations with regard to the concurrent sessions. Some of the concurrent session speakers will be allowed to extend to 90 minutes if they want. Dave asked if we had contacted any of the rejected speakers. Kathy said we have not done that yet, but that remains an option. Most of the speakers who have dropped out have been in the Community Health sessions. She added that most of them dropped out for legitimate reasons (e.g., funding cuts).

Kathy said that everything is set to with regard to the Central Washington University alumni gathering.

The speaker for the Global Warming plenary session (Wednesday) said she would need more time for questions and answers.

Kathy said that we have 19 exhibitors lined up so far. Mike added that WOSSA and WDOH will cover expenses for their exhibitors. Dave added that he is trying to line up some sponsorship from NEHA. He will let Kathy know about this by next week.

Annual WSEHA membership meeting – Ned noted that we need to change the time

Review of 2007 Joint Conference on Health (cont.)

Annual WSEHA membership meeting (cont.)

allowed in the JCH program. We will need to move through the program pretty quickly. He asked the Board members to review the agenda that he distributed on e-mail on Sept. 10. Carol asked how many copies of the Profit & Loss Report will be needed. Ned asked that Carol e-mail the report to him. Rob Blake will only have about 10 minutes to talk about NEHA at the meeting. Ned recommended that we change the start time of the meeting to 1:00 p.m. We may also need to scratch Jonathan Freed from the agenda if he can't make it to the JCH. Dave questioned whether WSEHA members have to pay to attend the JCH if they just want to attend the business and/or Board meetings. Kathy said that they must at least pay for lunch that day.

Officers – Ned informed the Board that we have nominees for President-Elect and Treasurer, and that we need to get these names into the newsletter as soon as possible. There will be an article in the upcoming newsletter about each of the candidates. Carol added that she thought the names of the candidates had to be available at least 30 days ahead of the election. Dick concurred – we are within 30 days of the meeting, and this is contrary to the by-laws. Ned emphasized the need to close the nominations today. Dave asked if it could be done electronically. Ned said we could do it by e-mail – members can vote by e-mail, or turn in ballots at the Joint Conference Monday morning. Kathy also recommended that the nominees be posted on the WSEHA website.

Ned brought up the fact that we need to get updated versions of the WSEHA By-laws. Ross will get that item on the agenda for the Oct. 7th Board meeting at the Joint Conference. Mike requested that Ned prepare a ballot for Jonathan to include in the newsletter – hopefully by next Wednesday. Dave informed the Board that he is nominating Bruce Scherling for President-Elect, and asked when we need a biographical article. Again, this is something that needs to get into the newsletter by next week. Johnnie Hyde is the other nominee for President-Elect. Dave requested that instructions be included in the newsletter to inform the membership how to vote anonymously. Ned said he would do this. Kathy said she thought it would make more sense to get the ballot out immediately, and not wait for the newsletter. Dick explained to the Board the process for closed-envelope voting. Ballots must arrive at Kathy's address by Oct. 5th, or must be brought to the Joint Conference.

Geoffrey said he is sending Kathy the by-laws changes. Ned noted that the Secretary and two more eligible WSEHA voters must be the ones to count the ballots.

Review of 2007 Joint Conference on Health (cont.)

Officers (cont.)

Ned made the motion for the Board to approve the following slate of candidates:

For President-Elect: Bruce Scherling and Johnnie Hyde

For Treasurer: Steven Garrett

Vikki seconded. Motion approved.

Expenditure for plaques – Ned informed the Board that he wanted to give out two plaques, costing about \$60 each, at the Joint Conference.

Ned made the motion to allow \$120 to be spent for the two plaques. Bruce seconded. Discussion: Kathy said that she recently spent about \$90 for five plaques for WSPHA – why were these two plaques so expensive? Ned said that these plaques were from a vendor that WSEHA has used for many years, and that they have already been ordered. *Motion approved.*

Executive Secretary's Report

Membership - Kathy noted that four new members have signed on for dual WSEHA/WSPHA membership. The guidelines for applying for dual membership are posted on the JCH website, and is intended for Conference registrants only. Mike added that, for the first Board meeting after the Joint Conference, we need to put boosting WSEHA membership on the agenda.

Minutes

The Board reviewed minutes from the last two combined WSEHA Board/Joint Conference Planning Committee meetings – April 19, 2007 and May 31, 2007.

Ned made the motion to approve the April 19th meeting minutes as provided. Geoffrey seconded. Motion approved.

Ned made the motion to approve the May 31st meeting minutes as provided. Geoffrey seconded. Motion approved.

Committee Reports

Publications – Mike said again that he has been in touch with Jonathan Freed about the newsletter, and that the newsletter will be out next – complete or not. He also said he wanted to include an article about Terry Strong (formerly of WDOH), who recently

Committee Reports (cont.)

Publications (cont.)

died in an auto accident.

International Health Committee – Ross said that most of the plans for the Silent Auction at the JCH were ready to go. Kathy said she needed to know how much room would be needed for the Silent Auction items. Ross said he would check with Frank Meriwether about table space. Dick also told Ross that the IHC will need to provide pictures for the WSEHA website.

Finance Committee – Ned informed the Board that Peggy Johnson (WDOH) has volunteered to serve on the Finance Committee.

Education Committee – Ned informed the Board that Larry French (Seattle-King County Health District) has volunteered to serve on the Education Committee. He has some ideas to try for recruitment of new members.

Regional Vice-Presidents' Reports

Olympic Region – Jodie Holdcroft – Jodie has been working to get vendors and exhibitors on board for the Joint Conference. She has also been working on recruitment, which she will discuss at the next Board meeting

Northwest Region – Geoffrey Crofoot – Geoffrey has also been working with Mike in getting exhibitors for the Joint Conference.

Southwest Region – Bruce Scherling – Bruce has also been working on getting vendors (he has contacted four) to the Joint Conference. He asked Kathy if there was a budget for Regional VP's for education and recruitment. Kathy said that there is money available to the VP's to do this.

Eastern Region – Vikki Brus – Vikki has also been making contacts in an effort to increase membership.

Central Region – (currently vacant) – No report.

Old Business

Website help – Ned stressed the need to find people to help Dick with maintaining the WSEHA website. Dick noted that Eric Evans (Kitsap County Health District), who has helped in the past, is currently busy. Dick is currently working on conversion to a web-based database. He currently works with Sara Brallier (WDOH), but she works primarily on the job announcements. The whole WSEHA website is currently in the Dreamweaver format. Geoffrey offered to help with some of the more “mundane” stuff in the Adobe Suite. Ned asked if this means that there is currently no need to

Old Business (cont.)

Website help (cont.)

hire Laura Larsson (University of Washington). Do we have enough ability among the Committee to help, or do we need to bring in outside help? Bruce asked if Dreamweaver is becoming a “dinosaur”. Dick and Geoffrey both said they didn’t think so. We should be able to use it for the next several years. Bruce added that maybe some of the Board-level WSEHA members need passwords into the system.

New Business

NEHA Coliform Rule Review Committee - Ned said that NEHA is looking for volunteers for a new Coliform Rule Review Committee. Sandy Bretlinger (former WSEHA member) has volunteered. Ned will forward Sandy’s name to NEHA. If she has to drop out, Bruce said that he would volunteer.

New Public Health certificate – Ned also informed the Board that a new public health certificate is now available from the National Board of Public Health Examiners. Dave asked about their accreditation. Ned said that it was the same agency who accredits public health degrees. The certificate applies to all public health disciplines, and it shouldn’t directly compete with certificates offered by NEHA, etc. The first exam for this certificate will be held next year.

WSPHA Climate Change resolution – Ned presented a request from Beth Glynn (WSPHA) for support on a resolution regarding the health effects of climate change. She is asking that we sign on as an endorsing agency. Dave noted that NEHA has come out with its own global warming policy.

Ned made a motion that the WSEHA Board endorse the resolution. Bruce seconded. Discussion: Carol proposed that we could clarify that the measure is endorsed by the WSEHA Board, as opposed to the whole WSEHA membership. The Board declined to change the wording of the resolution. ***Motion approved.***

Final Joint Conference business – Dick asked Kathy is she knew how many speakers will be using our audio/visual materials. Kathy said that 104 speakers wanted access to projectors, and 82 wanted access to laptops. Dick reminded the Board that the speakers cannot be asked for *just* projectors...that it’s an “all-or-nothing” package.

Ned asked if we can put the agenda for the WSEHA General Membership Meeting in the newsletter, or if it is too detailed. The consensus of the Board was that we only need to include the announcement of the meeting itself. Bruce asked if we wanted to include the text of the Climate Change Resolution in the newsletter. The Board agreed that this was not necessary, since this will be in the conference registration material.

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Ross made the motion to adjourn the Board meeting. Bruce seconded. Motion approved. Meeting adjourned at 3:29 p.m.

The next WSEHA Board meeting is scheduled for October 7, 2007, prior to the Joint Conference on Health, at the Yakima Convention Center.

The next WSEHA General Membership meeting is scheduled for October 8, 2007, during the Joint Conference on Health, at the Yakima Convention Center.

Summary of Board Motions and Decisions

⇒ ***Geoffrey moved to approve the Agenda as presented. Ned seconded. Motion approved.***

⇒ ***In the President's Report, Mike informed the Board that he has been continuing to line up sponsors for the Joint Conference. It was also noted that we need to correct the e-mail link from the WSEHA web page to the JCH website. Mike and Jonathan hope to have the WSEHA newsletter out by Thursday or Friday of next week.***

NOWRA & EPA Model Code Regulator Workshop - Mike is in the process of contacting John Thomas (WOSSA) to encourage their membership to attend the NOWRA & EPA Model Code Regulator Workshop at the JCH. There was discussion among the Board about how many people could be seated at this particular workshop.

Dave made the motion to have WOSSA mail out information regarding the Workshop to their membership, and for the Board to re-imburse them up to \$85. Bruce seconded. Motion approved.

⇒ ***In the Review of the 2007 Joint Conference on Health, Kathy informed the Board that she expects a total of about 500 attendees at the JCH. Registration for the Conference will not be finalized for another week or two, and that we still have a final conference program to put out. There were still quite a few details to be finalized about the scheduling and availability of plenary and concurrent session speakers. She also noted that we have 19 exhibitors lined up so far***

The time noted on the JCH program for the WSEHA membership meeting will need to be changed, and we will need to move through the program pretty quickly. Ned recommended that we change the start time of the meeting to 1:00 p.m.

We have nominees for President-Elect and Treasurer, and we need to get these names into the newsletter as soon as possible. There will be an article in the upcoming newsletter about each of the candidates. There was some discussion among the Board as to the timing of the election, and how it complies with the WSEHA By-laws.

Ned made the motion for the Board to approve the following slate of candidates:

For President-Elect: Bruce Scherling and Johnnie Hyde

For Treasurer: Steven Garrett

Vikki seconded. Motion approved.

Ned informed the Board that he wanted to give out two plaques, costing about \$60 each, at the Joint Conference.

Ned made the motion to allow \$120 to be spent for the two plaques. Bruce seconded. Motion approved.

- ⇒ **Minutes:** The Board reviewed minutes from the last two combined Board/Joint WSEHA Conference Planning Committee meetings – April 19, 2007 and May 31, 2007.
- Ned made the motion to approve the April 19th meeting minutes as provided. Geoffrey seconded. Motion approved.*
- Ned made the motion to approve the May 31st meeting minutes as provided. Geoffrey seconded. Motion approved.*
- ⇒ *In the **Regional Vice-Presidents' Reports**, all of the Regional VP's noted that they were working to get vendors and exhibitors on board for the Joint Conference, and looking for ways to increase WSEHA membership.*
- ⇒ *In **Old Business**, the Board discussed the need to find people to help Dick with maintaining the WSEHA website Dick is currently working on conversion to a web-based database.*
- ⇒ *In **New Business**, Ned said that NEHA is looking for volunteers for a new Coliform Rule Review Committee.*
- Ned also informed the Board that a new public health certificate is now available from the National Board of Public Health Examiners. The first exam for this certificate will be held next year.*
- Ned presented a request from Beth Glynn (WSPHA) for support on a resolution regarding the health effects of climate change. She is asking that we sign on to the resolution as an endorsing agency.*
- Ned made a motion that the WSEHA Board endorse the resolution. Bruce seconded. . Motion approved.*
- ⇒ *Ross made the motion to adjourn the Board meeting. Bruce seconded. Motion approved. Meeting adjourned at 3:29 p.m.*
- ⇒ *The next WSEHA Board meeting is scheduled for October 7, 2007, prior to the Joint Conference on Health, at the Yakima Convention Center.*
- ⇒ *The next WSEHA General Membership meeting is scheduled for October 8, 2007, during the Joint Conference on Health, at the Yakima Convention Center.*