

Washington State Environmental Health Association Board of Directors Meeting

April 11, 2008

WDOH Center Point Office Complex, Kent, Washington,
and via conference call

Present

Vikki Brus (*Eastern Region V.P.*), Vanessa Bussiere, Steve Garrett (Treasurer), Tom Gonzales (*Clark/Skamania County Health District*), Jonnie Hyde, Peggy Johnson (*Finance Committee*), Kathy Kondakjian (*Executive Secretary*), Ross Lytle (*Treasurer*), Dave Riggs, Bruce Scherling (*President-Elect*), Dick Pedlar (Webmaster), Ned Therien (*President*), Mike Vinatieri (*Past President*)

Meeting called to order at 1:36 p.m.

Agenda

Vikki moved to approve meeting agenda as presented. Mike seconded. Motion approved.

Minutes

Minutes of February 29, 2008 - Ned had some edits for the February 29th Minutes. He will send out an electronic version of them. There was no apparent disagreement on the overall content of these minutes.

Bruce moved to accept the February 29th minutes, with Ned's edits. Vikki seconded. Motion approved.

President's Report

2008 Joint Conference on Health – Ned has received draft letter of agreement between WSEHA and WSPHA for the 2008 JCH. In essence, WSEHA has no up-front costs, and we get no rewards from Registration. We get all monies from sponsors, exhibitors, etc. WSPHA is willing to give \$4,000 to WSEHA to help with the costs of Kathy's services as Coordinator. Ned also noted that it was favorable that WSPHA is willing to help us with at least part of these costs. Ned is still trying to resolve a question about another \$3,300 from WSPHA for WSEHA's share of exhibitor and sponsorship recruitment for the 2007 JCH.

At this morning's JCH Planning Committee meeting, there was much discussion about plenary speakers. The types of speakers discussed include specialists in

President's Report (cont.)

2008 Joint Conference on Health (cont.)

global public health, and local health experts dealing with "health equity". The Planning Committee is also recruiting other speakers, focusing on a pre-conference session about community health assessment. They are also trying to get someone from the U.S. Food and Drug Administration to talk about standardization training for food inspectors. Ned has had contact with people at the Washington Department of Health, trying to organize abstracts from several environmental health programs. However, the presentations from WDOH staff have to be approved by the various management levels. There are no field trips planned for the Joint Conference, except maybe the Street Scramble. The main social activity will still be the Wine & Cheese Party. There was some talk about maybe a movie night, and/or a golf tournament. Mike also raised the possibility of having WOSSA conduct some kind of post-conference training – perhaps a half-day session – adding that WDOH won't be doing any on-site sewage training before the Joint Conference.

WSPHA is recommending that the WSEHA Silent Auction be held in the main exhibit room again this fall, but the Planning Committee will honor the separate room request, if the WSEHA International Health Committee insists on it. Kathy needs to know by mid-May. Ross informed her that the IHC is having a meeting on Saturday, May 10, and he will get back to her just after that.

Mike said we will try to have about 10 exhibitors for the Joint Conference. He will contact Board members, so that we can be active on this during the next 4 - 6 weeks. Dave will continue to work on getting Underwriter's Laboratories to the JCH. Mike will work with the Washington Department of Licensing, and various Contractors. Vikki will work with Vanessa to get Starbucks' on board. Ned has been contacting the Washington Restaurant Association. Tom can talk to NEHA regarding green/sustainable building exhibits. Kathy suggested having a sponsored reception right before the proposed movies. Tom suggested that this would allow exhibitors a few minutes at reception to advertise their products. Mike also asked for contacts with pool industries, as we already have sponsors for the Pool Conferences.

Southwest Region Vice-President – Ned also informed the Board that Jonnie Hyde will have to decline the position of Southwest Region Vice-President.

Executive Secretary's Report

Membership - The WSEHA membership currently stands at 226. Kathy handed out a breakdown of the membership by category, and by region, if anyone needs the information.

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Executive Secretary's Report (cont.)

Pool Conferences – Two Pool Conferences were held this year: Richland on March 22nd, and Lakewood on March 25th. Kathy said she had a lot of people calling to complain about having just these two conferences scheduled. We usually conduct 5 or 6 each spring. We may schedule more – Kathy suggested one in Everett, and one in Wenatchee or Spokane. She added that we are also offering national pool inspector training; about 25 slots are available for local environmental health staff.

FDA Food Plan Review Course – Kathy noted that we had about 60 people interested in the recent FDA Food Plan Review Course, and that we had to turn some people away. Mary Ferluga (WDOH) had to determine who “didn’t make the list” – she tried to get at least one person from each local health jurisdiction. Kathy also noted the upcoming FDA Regional Food Seminar (August 12 – 14).

Treasurer's Report

Profit & Loss Report – Steve handed out a 2-page report. In the 1st Quarter 2008, there was \$4,045 from membership dues income, and some interest income, for a total of about \$9,000. Expenses of \$3,595 included \$2,400 for Executive Secretary, and some office expenses. The net income was about \$6,100. Of our three investments, all have lost value; the total loss was 6.2%. The WSEHA checking account currently contains about \$16,000, with interest income from it totaling about \$6.

The WSEHA savings account currently contains about \$5. The grand total of WSEHA equity amounts to about \$79,000. Ned inquired why we don’t have more in savings. Steve noted that it’s an interest-bearing checking account.

Steve has now assumed the Treasurer’s duties in full. He will look into moving more money from checking into savings.

Committee Reports

Publications Committee – Ned informed the Board that Jonathan Freed is no longer able to do the Newsletter duties. He sent articles to Jonathan, who proofread them and sent them on to Kathy. Kathy said she would like to get a newsletter out in May, but so far, there doesn’t seem to be enough material. Ned recommended that a short newsletter would be better than no newsletter.

Nominations and Awards Committee – Ned passed on to the Board a note from Joe Graham (WDOH) to start thinking about nominations for officers - specifically, for President-Elect and Secretary, and also for awards.

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Committee Reports (cont.)

International Health Committee – As mentioned above, Ross reminded the Board that the IHC will have a meeting on Saturday, May 10th, in Kingston. The IHC is still in the process of looking for its recipient project for the 2008 Silent Auction at the Joint Conference.

Finance Committee - Ned noted to the Board that we now have a Finance Committee in place, consisting of Peggy Johnson (WDOH) and Carol Spaulding.

Webmaster – Dick reminded the Board that any job postings for the WSEHA website must go to Sara Brallier. The process takes too long to get the postings out quickly if he gets the announcements rather than her.

Membership Committee – Vanessa recently attended the California Environmental Health Association (CEHA) Conference in San Diego. Ned made the initial contacts to introduce her to CEHA members. The REHS credential is mandated in California, giving CEHA a kind of “built-in membership”. CEHA has a good relationship with the local environmental health directors, and with industry. CEHA also has a student committee. AEC speakers receive complimentary membership. California has an extensive environmental health recruitment network, which includes colleges, community colleges - even high schools. She suggested inviting students to regional meetings, as well as improving our recruitment brochure. CEHA regional chapters have their own Board meetings, and participate in community events, such as Adopt-a-Road programs.

Old Business

Lanyards, pins, etc. – Kathy showed examples of lanyards. Prices:

- Solid 1” lanyards – 31 cents each. 19 cents extra for breakaway style
- ¾” swivel breakaway lanyards – 1000 count for \$1,200 (\$40 for set-up)
- Total cost \$760 to \$1,200, depending on which style we want.

Bruce made the motion to purchase 1000 white/green lanyards. One lanyard would be given to each current member, with the rest available for sale. Vikki seconded. Motion approved.

Kathy brought in an example of our old WSEHA pin, which she feels is outdated. She sent the WSEHA logo to the pin manufacturer. She has not received information back yet, but they said they will honor previous price. Prices:

- \$1.12 per pin for 1,000 of the old type
- 99 cents each for the etched pins - 1,500 count.

Kathy said she will wait for new information from the manufacturer, and send it out for an e-vote.

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Old Business (cont.)

Training Needs Assessment Tool – Ned said that he is still waiting for information from Glen Patrick.

CEU tracking – Kathy is in the process of compiling a list of WSEHA members who are having their CEUs tracked - 22 people so far.

New Business

2011 NEHA Annual Education Conference – Dave noted to the Board that NEHA is currently in the process of choosing the Western site for the 2011 AEC. San Diego, San Francisco, Salt Lake City, and Las Vegas are candidate cities.

Mike made the motion to adjourn the Board Meeting. Bruce seconded. Motion approved. Meeting adjourned at 4:16 pm.

The next scheduled WSEHA Board of Directors meeting will be held on May 30th, 2008, via conference call.

Summary of Board Motions and Decisions

- ⇒ *WSEHA President Ned Therien called the meeting called to order at 1:36 p.m.*
- ⇒ *Vikki Brus moved to approve meeting agenda as presented. Mike Vinatieri seconded. Motion approved.*
- ⇒ *Bruce Scherling moved to accept the February 29th, 2008 Board Meeting minutes, with Ned's edits. Vikki seconded. Motion approved.*
- ⇒ *In the **President's Report** - Ned has received a draft letter of agreement between WSEHA and WSPHA for the 2008 Joint Conference on Health. In essence, WSEHA has no up-front costs, and we get no rewards from Registration. We get all monies from sponsors and exhibitors. WSPHA is willing to give \$4,000 to WSEHA to help with the costs of Kathy's services as Coordinator for the 2007 JCH.*
- ⇒ *Also in the **President's Report**, Ned updated the Board as to details of the 2008 Joint Conference Planning Committee, including plenary speakers and social activities. Mike updated the Board as to the exhibitors that have been brought on board for the JCH so far.*
- ⇒ *Also in the **President's Report**, Ned informed the Board that Jonnie Hyde has declined the position of Southwest Region Vice-President.*
- ⇒ *In the **Executive Secretary's Report**, Kathy Kondakjian updated the Board on current WSEHA membership, the Spring Pool Conferences, and the recent FDA Food Plan Review Course.*
- ⇒ *In the **Treasurer's Report**, Steve Garrett reported \$4,045 from membership dues income, and some interest income, for a total of about \$9,000 during the 1st Quarter of 2008. Net income was about \$6,100. The grand total of WSEHA equity amounts to about \$79,000.*
- ⇒ *In the **Committee Reports, Publications Committee** section, – Ned informed the Board that Jonathan Freed is no longer able to do the Newsletter duties.*
- ⇒ *In the **Committee Reports, International Health Committee** section, Ross reminded the Board that the IHC will have a meeting on Saturday, May 10th, in Kingston. The IHC is still in the process of looking for its recipient project for the 2008 Silent Auction at the JCH.*
- ⇒ *In the **Committee Reports, Membership Committee** section, Vanessa Bussiere informed the Board of some possible ways to improve WSEHA membership that she learned during her recent attendance at the California Environmental Health Association (CEHA) Conference in San Diego.*
- ⇒ *In **Old Business**, Kathy showed the Board members some options and prices for purchasing WSEHA lanyards and pins. **Bruce made the motion to purchase 1000 white/green lanyards. One lanyard would be given to each current member, with the rest available for sale. Vikki seconded. Motion approved.** As for pins, Kathy will wait for new information from the manufacturer, and send it out for an e-vote.*

- ⇒ *Also in Old Business*, Ned said that he is still waiting for information from Glen Patrick about the Training Needs Assessment Tool.
- ⇒ *Also in Old Business*, Kathy is in the process of compiling a list of WSEHA members who are having their CEUs tracked - 22 people so far.
- ⇒ ***Mike made the motion to adjourn the Board Meeting. Bruce seconded. Motion approved. Meeting adjourned at 4:16 pm.***

- ⇒ ***The next scheduled WSEHA Board of Directors meeting will be held on May 30th, 2008, via conference call.***

Action items

- (1) Need to continue to solicit/recruit exhibitors and vendors for the 2008 Joint Conference.***
- (2) Get articles for and distribute the WSEHA Spring Newsletter as soon as possible.***
- (3) Solicit possible candidates for WSEHA officers - specifically, for President-Elect and Secretary, and also for awards.***
- (4) Consider the CEHA examples stated above, in thinking about ways to increase WSEHA membership.***
- (5) Revise/finalize WSEHA membership brochure***
- (6) Create/research WSEHA exhibit for the next Joint Conference.***