

Washington State Environmental Health Association Board of Directors Meeting

July 11, 2008

WDOH Center Point Regional Office – Kent, Washington

Present

Vikki Brus (*Eastern Region Vice-President, via conference call*),
Geoffrey Crofoot (*Northwest Region Vice-President*), Ross Lytle (*Secretary*),
Bruce Scherling (*President-Elect*), Ned Therien (*President*),
Mike Vinatieri (*Immediate Past President*).

Meeting called to order at 1:19 p.m.

Agenda

In **New Business**, Mike proposed to add discussion of NEHA.

In **New Business**, Geoffrey proposed to add discussion about the WSEHA electronic members roster.

Mike made the motion to approve the Agenda as changed. Bruce seconded. Motion approved.

Minutes

Ross distributed copies of the May 30th Board meeting, which included Ned's revisions.

Mike made the motion to approve the Board meeting minutes for April 11th and May 30th. Vikki seconded. Motion approved.

President's Report

Training Needs Assessment Tool – Ned said that he and Bruce had talked to Asnake Hailu (WDOH) about the draft copy of the TNAS report. Hopefully, he will provide a final draft by end of September. Ned requested that everybody read through the draft and get back to him. He heard a lot of interest in this report from some of the other state affiliates at the NEHA AEC in Tucson. The report will also help the WSEHA Board make some decisions for training for the next several years. Bruce suggested that the report could be shared with other agencies. Ned noted that, in the report, there was a lot of training requested about data and surveillance. He also noted that we at WSEHA need to play a little more of an advocate role. The Board also noted that autumn is an unfavorable time for training...which points to the need for a spring mini-conference. Geoffrey asked if there was a training calendar? Ned said that WDOH has been requested by the EH directors to create one.

President's Report

WSEHA By-Laws – Kathy is still in the process of trying to find the most current electronic version.

Corporate Members/Sustaining Member – Geoffrey inquired as to whether individuals of a Corporate Member company would be granted WSEHA membership, or just the company. Ned said that it would apply just to the company. Last meeting, the Board appeared to be leaning toward allowing companies to be Sustaining Members. Bruce added that he had talked with Tom Gonzales, formally President of the Colorado Environmental Health Association - about half of their budget comes from corporate sponsorship.

(Note: Tom took Mike Vinatieri's position at Clark County, and was also a NEHA Regional Vice-President. He is interested in accepting the WSEHA Southwest Regional Vice-President's position).

Ned reminded the Board that the Corporate Membership will require a major overhaul of the WSEHA By-Laws, adding that this would be an appropriate activity for the Past President.

Bruce made the motion to allow Corporate Sponsors to be accepted as Sustaining Members. The fee would be \$75, and there would be a \$100 fee for a half-page ad in one WSEHA newsletter, including a company logo. One hundred dollars would be charged for each additional ad in each subsequent newsletter. Mike seconded. Motion approved.

Ned also reminded the Board that the other membership category we need to revisit is Student Membership. He suggested that we eliminate the fee for Student membership.

2008 Joint Conference on Health - Ned sent out the JCH agenda to all of the Board members, adding that it has been finalized. Vikki asked about a discount for WSEHA members attending the JCH. Ned said this should be taken up at the next WSPHA Board meeting.

Exhibitors - Ned said he "struck out" with the Washington Restaurant Association and the Washington Food Industry, but they might be interested in poster board presentations. He added that the US Food and Drug Administration said budgets would be tight, and the JCH comes in a new fiscal year. He was able to recruit the Washington Governor's Interagency Council on Health Disparities. Ned and Mike ran through a list of exhibitors who have been recruited for the JCH (Advanced Drainage Systems, Orenco, Aquatest, Washington Department of Licensing, Keystone, WOSSA, Waste Management, etc.). Dave Riggs has told Mike he has at least two possibilities. Mike reminded the Board members to get any potential exhibitors to *contact him*.

WSEHA Board of Directors
July 11, 2008 meeting minutes
Page 3

President's Report

WSEHA meetings at the JCH – Ned also reminded the Board of the WSEHA Board meeting at the JCH (5:30 – 6:30 p.m. on Sunday, October 5th). Also, there will be the General Membership meeting on Monday, October 6th at 12:15 p.m. Mike and possibly Asnake Hailu will be the featured speakers.

Committee Reports

Nominations and Awards Committee - Joe Graham (via conference call) reminded the Board members that we will be soliciting nominations for President-Elect, and for Secretary. Ned said he has talked to a few people about the President-Elect post. He would really like to get a Regional Vice-President to take it, since they “would know the system”. There was some discussion as to other current Board members as President-Elect candidates. Ned said we need nominations by about August 15th - a few days before the next Board meeting.

Webmaster – There was some discussion about bringing in Eric Evans (Kitsap County Health District) for help on the WSEHA web page.

Publications Committee – Ned emphasized the need to get a newsletter out soon, well before the JCH. We need to get one out by the end of August. He asked everyone to submit an article to add to the newsletter.

International Health Committee – Ross informed the Board that the IHC has selected its recipient project for this year's JCH – a sanitation project in Laos. The IHC is still looking for auction items and/or donations.

Finance Committee - no report.

Membership Committee – no report.

Executive Secretary's Report – no report.

Treasurer's Report – no report.

Regional Vice-President's Reports

Olympic Region – Jodie Holdcroft – Jodie was not present. Ross reminded the Board of the Hood Canal research presentation, to be hosted by Washington Sea Grant in Union, Washington, on July 18th. Contact Jodie for more information.

Regional Vice-President's Reports (cont.)

Central Region – vacant – no report.

Northwest Region – Geoffrey Crofoot – Geoffrey noted that the Seattle/King County Health District is now doing its own training.

Eastern Region – Vikki Brus – no report.

Southwest Region – Mike informed the Board that Tom Gonzales (Clark County Health District) has offered to take the Southwest Region Vice-President's position.

Mike made the motion to nominate Tom Gonzales for Southwest Region Vice-President. Geoffrey seconded. Motion approved.

Old Business

Pins – Bruce made the motion to approve the order of 500 pins, and to get them out to the WSEHA membership as soon as possible. Ross seconded. Motion approved.

Membership – Mike attended the NEHA Annual Education Conference in Tucson. NEHA voted on a membership enhancement package.

Storage unit – Ned said that Kathy sent us a listing of the items stored in the storage unit (see Executive Secretary's report). Ned added that it appears that Kathy would like us to have this storage unit available. Mike, though, expressed doubt about the need to hold on to this stuff ("spending dollars to protect nickels"). The Board agreed to defer the final decision on what to do with this stuff for a while, but it looks like we should be able to get rid of some of it.

Geoffrey said he would be willing to put some of the old office equipment on sale on Craig's list. *Geoffrey made the motion to liquidate the old office equipment, and relocate the rest to Steve's garage. Vikki seconded. Motion approved.*

New Business

Electronic membership list – Geoffrey said that the Executive Secretary needs to get the WSEHA membership distribution list into Outlook, or some other data management form. Ned said we will need to explore this with Kathy, since she sends out stuff to the membership all the time. Geoffrey said he would like to have it for distribution. Ned will take it up with Kathy.

**WSEHA Board of Directors
July 11, 2008 meeting minutes
Page 5**

New Business (cont.)

Mini-conference for 2009 – This is an idea we need to explore. Ned said he already has a commitment from Dave Lenning, soon to retire from the WDOH on-site program. He added that we would like to conduct it in King County if possible. Ned will check to see if this would be “stepping on King County’s toes”.

NEHA AEC report – Mike said that one major issue at the Tucson AEC was “what should NEHA’s mission statement be? There was also talk of changing the EHS credential from “Environmental Health Specialist” to “Environmental Health Scientist”. There was also talk of creating one federal “blanket agency” for food safety – essentially, to create “the EPA of food safety”, although there did not appear to be much support for this.

Mike requested a budget amendment for expenses he incurred at the NEHA AEC. Ned added that the customary \$1,500 “just doesn’t do it anymore”. Steve has already advanced him \$1,500. **Bruce made the motion to pay for the balance (\$431.38).**

Ross seconded. Motion approved.

Roster - Mike has a list of WSEHA members who are not WSBRs registered sanitarians. He will be contacting them.

**Ross made the motion to adjourn the meeting. Mike seconded. Motion approved.
Meeting adjourned at 4:01pm.**

The next scheduled meeting of the WSEHA Board of Directors will be August 25th, 2008, via conference call.

Summary of Board Motions and Decisions

- ⇒ WSEHA President Ned Therien called the meeting to order at 1:19 p.m.
- ⇒ **Mike made the motion to approve the Agenda, with two items added into the New Business section. Bruce seconded. Motion approved.**
- ⇒ In the **President's Report**, Ned said that he hopes that there will be a final draft of the Training Needs Assessment Tool by end of September. The report will help the WSEHA Board make decisions about training for the next several years.
- ⇒ Also in the **President's Report**, the Board re-visited the idea of giving Sustaining Memberships to companies, with the eventual goal of bringing in more sponsorship. **Bruce made the motion to allow Corporate Sponsors to be accepted as Sustaining Members. The fee would be \$75, and there would be a \$100 fee for a half-page ad in one WSEHA newsletter, including a company logo. One hundred dollars would be charged for each additional ad in each subsequent newsletter. Mike seconded. Motion approved.** The Board will need to revisit the Sustaining Member and Student Member categories within the WSEHA By-Laws in the near future.
- ⇒ Also in the **President's Report**, several exhibitors appear to be "on board" for the 2008 Joint Conference on Health.
- ⇒ In the **Committee Reports**, Joe Graham (via conference call) reminded the Board members that we will be soliciting nominations for President-Elect, and for Secretary. Ned said we need nominations by about August 15th - a few days before the next Board meeting.
- ⇒ Also in the **Committee Reports**, Ned emphasized the need to get a newsletter out by the end of August. He asked everyone to submit an article to add to the newsletter.
- ⇒ Also in the **Committee Reports**, Ross informed the Board that the IHC has selected its recipient project for this year's JCH – a sanitation project in Laos. The IHC is still looking for auction items and/or donations.
- ⇒ In the **Regional Vice-President's Reports**, Mike made the motion to nominate **Tom Gonzales for Southwest Region Vice-President. Geoffrey seconded. Motion approved.**
- ⇒ In **Old Business**, Bruce made the motion to approve the order of 500 pins, and to get them out to the WSEHA membership as soon as possible. Ross seconded. **Motion approved.**
- ⇒ Also in **Old Business**, the Board expressed reservations as to the need to keep much of the old equipment contained in the WSEHA-leased storage unit. Geoffrey said he would be willing to put some of the old office equipment on sale on Craigslist. **Geoffrey made the motion to liquidate the old office equipment, and relocate the rest to Steve's garage. Vikki seconded. Motion approved.**
- ⇒ In **New Business**, the Board began discussion about conducting a Spring 2009 mini-conference.

Summary of Board Motions and Decisions (page 2)

- ⇒ *Also in New Business*, Mike requested a budget amendment for expenses he incurred at the NEHA AEC. ***Bruce made the motion to pay for the balance (\$431.38). Ross seconded. Motion approved.***
- ⇒ ***Ross made the motion to adjourn the meeting. Mike seconded. Motion approved. Meeting adjourned at 4:01pm.***
- ⇒ ***The next scheduled meeting of the WSEHA Board of Directors will be August 25th, 2008, via conference call.***

Action items

- (1) Need to continue to solicit/recruit exhibitors and vendors for the 2008 Joint Conference on Health.*
- (2) Solicit possible candidates for WSEHA officers - specifically, for President-Elect and Secretary, and also for awards.*
- (3) Review WSEHA By-Laws regarding membership categories*
- (4) Review the draft of the Training Needs Assessment Tool, and give comments to Ned.*
- (5) Submit/solicit articles for the WSEHA Newsletter.*
- (6) Geoffrey to liquidate the old office equipment.*