

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

**October 5, 2008
Libby's Restaurant
Yakima Red Lion Hotel
2008 Joint Conference on Health
Yakima, Washington**

Present

Board Members: Vikki Barthels (*Eastern Region V.P.*), Geoffrey Crofoot (*Northwest Region V.P.*), Steve Garrett (*Treasurer*), Tom Gonzales (*Southwest Region V.P.*), Joe Graham (*WDOH*), Kathy Kondakjian (*Executive Secretary*), Tom Kunesh (*Joint Conference Speaker's Chair*), Ross Lytle (*Secretary*), Dick Pedlar (*Webmaster*), Bruce Scherling (*President-Elect*), Ned Therien (*President*), Mike Vinatieri (*Immediate Past President*).

Guests: John Thomas (*WOSSA*), Chuck Treser (*University of Washington*)

Meeting called to order at 5:53 p.m.

Agenda

Ned requested to change the Agenda to allow John Thomas of WOSSA to make his presentation first.

Mike made the motion to approve the Agenda as revised. Vikki seconded. Motion Approved.

Minutes

Minutes of August 25, 2008 – Ross presented the minutes for the Board meeting of August 25th, which included edits and corrections from Ned.

Mike made the motion to accept the Minutes of August 25, 2008, as presented. Bruce seconded. Motion approved.

President's Report

WOSSA radio program (John Thomas) – The Washington Onsite Sewage Association (WOSSA) is working to export onsite training, and minimize travel, for contractors, regulators, and homeowners. Toward this end, WOSSA is sponsoring

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President's Report (cont.)

WOSSA radio program (cont.)

a one-hour talk radio show. The purpose of the show is to provide a “safe” (no self-reporting, no sales) place for the public to get information about onsite sewage systems. The program will include guests from the onsite industry, and will also be available via podcast. It will be broadcast on KVI (570 AM), from noon to 1:00 p.m. on Sundays, and have a potential listening audience of 253,000. John is inviting WSEHA to be a sponsor for the 26-week run of the program. The approximate cost to WSEHA would be \$3900, or about \$150 per show. John is looking for a commitment to at least move forward with the project.

Ned informed the Board that WSEHA does have the funds available. He recommended that we put a connection to the radio program on the WSEHA website. There was discussion about the possibility that involvement with this program could help increase WSEHA membership, or at least our profile. Vikki noted that this will be especially important for areas of the state that do not get KVI. It will be important for there to be a connection for the eastern half of the state. Mike noted his support, but also said that we probably could not get a WSEHA advertisement immediately. Chuck said that a possible advantage would be that the local health jurisdictions could get more “pushback” from the onsite sewage industry, i.e., it could present a more positive message for environmental health. It would give us a chance to observe what works, and what doesn't, in the marketing of EH. Steve also suggested that the Board members listen to the program before making any further decision.

Geoffrey made the motion to observe the program for six months. If it is still viable, and the Board is satisfied with the result, we will pursue the project further. Steve seconded.

MOTION AMENDED – Tom amended the motion to say that we will observe the program for one month, and if the Board is satisfied with the program, we will support it to a maximum of \$1,500, and will seek assistance from the University of Washington. Motion approved.

Mike, Tom, and Chuck will form an ad-hoc committee to monitor this project.

Executive Secretary's Report

Membership – Kathy distributed an updated report showing current WSEHA Membership having rose slightly, from 192 to 229. She noted that the dual membership offer associated with the Joint Conference is helping. Bruce suggested that we will need to re-visit the WSEHA By-laws, especially regarding dual membership. Kathy also expressed appreciation to Mike for his efforts in getting

Executive Secretary's Report (cont.)

Membership (cont.)

more exhibitors to the Joint Conference this year.

Treasurer's Report

Profit & Loss Report – Steve distributed copies of the 2008 Budget and the profit & Loss report. He noted that the figures were in both reports were matching pretty closely. He noted that the Food Conferences were losing money slightly, and requested help from Kathy with regard to “Unclassified Income”. Kathy said she needed to discuss this figure with the Seattle Sheraton; she thinks that WDOH may have miscalculated some of the original cost estimates. Steve also noted adjustments in the Equity figures. Overall, he felt that WSEHA was doing well.

Committee Reports

Publications Committee – No report.

Nominations and Awards Committee – Chuck informed the Board that only two nominations for the WSEHA Student Scholarships were received this year. \$1,000 is to be awarded to the first-place student, while \$500 will be awarded to the second-place nominee. He noted that both were exceptional candidates. The \$1,000 award will go to Emily Cane (University of Washington), and the \$500 award will go to Amanda Connell (Seattle University).

International Health Committee – Ross reminded the Board of the continued need for donation items for the Silent Auction.

Finance Committee - No report.

Webmaster – Dick informed the Board that the WSEHA website is receiving anywhere from 300 to 800 “hits” per day, and has received almost 199,000 for the year so far.

Regional Vice-President's Reports

Olympic Region (Jodie Holdcroft) – Not present – no report.

Central Region (vacant) – No report. Mike reminded the Board that the Central Region V.P.'s position has not been filled for at least 2½ years. He suggested that it may be time for the Board to consider either consolidating regions, or to consider an “at-large” V.P. position

Regional Vice-President's Reports (cont.)

Northwest Region (Geoffrey Crofoot) – Ned acknowledged Geoffrey's help in putting together an updated WSEHA membership pamphlet.

Southwest Region (Tom Gonzales) – Ned thanked Tom for submitting a good article for the for the WSEHA newsletter.

Eastern Region (Vikki Barthels) – Vikki noted that she is running for WSEHA Secretary, and that, assuming she is elected, she will vacate the Regional V.P. post. Ned requested that she hold a meeting of the Eastern Region membership soon to recruit for a new V.P.

Old Business

Executive Secretary's functions – Ned stressed the need to develop a statement of Executive Secretary's duties with regard to conferences. He asked Kathy to develop guidelines, and a cost estimate of the duties.

Joint Conference correspondence – Ned said that he had received an e-mail from Joe Graham, requesting a list of all Joint Conference registrants, and their e-mail addresses. He would send a confirmation letter to each registrant, and would offer to provide receipts for them (for expense reports, etc.). Ned also suggested that we need to develop a list of things to ask attendees about the Joint Conference.

WSEHA storage space – Geoffrey and Kathy said there had been no new action so far. Kathy is not currently charging WSEHA for rent. Ned said that we need to reduce what's there, and then figure out what to do with the rest of it. Kathy also noted that she has rental property, in which space may be available. She may be hiring some help, who could assist her with the project, depending on her WSPHA contract.

Lanyards and pins – WSEHA lanyards and pins were passed out to all of the Board members.

Mike made the motion that the Board will give lanyards and pins to WSEHA members who come to the conferences and regional meetings. Vikki seconded. Motion approved.

Adjourn

Tom made the motion to adjourn the meeting. Mike seconded. Motion approved. Meeting adjourned at 8:15 p.m.

The next scheduled meeting of the WSEHA Board of Directors will be at the General Membership meeting of October 6th, 2008, at the Joint Conference on Health, to be

held at the Yakima Convention Center in Yakima, Washington.

Date and location of the next regular WSEHA Board meeting to be determined.

Summary of Board Motions and Decisions

- ⇒ *WSEHA President Ned Therien called the meeting called to order at 5:53 p.m.*
- ⇒ *Ned requested to change the Agenda to allow John Thomas of WOSSA to make his presentation first. Mike made the motion to approve the Agenda as revised. Vikki seconded. Motion approved.*
- ⇒ *Mike made the motion to accept the Minutes of August 25, 2008, as presented. Bruce seconded. Motion approved.*
- ⇒ *In the **President's Report**, John Thomas of WOSSA made a presentation to the Board, inviting WSEHA to be a sponsor for the 26-week run of an onsite-sewage-related talk radio the program. The approximate cost to WSEHA would be \$3900, or about \$150 per show. There was extensive discussion about the project, including web connections, its potential for increasing both membership and profile for WSEHA, and the project's marketing potential.*

Geoffrey made the motion to observe the program for six months. If it is still viable, and the Board is satisfied with the result, we will pursue the project further. Steve seconded.

***MOTION AMENDED** – Tom amended the motion to say that we will observe the program for one month, and if the Board is satisfied with the program, we will support it to a maximum of \$1,500, and will seek assistance from the University of Washington. Motion approved.*
- ⇒ *In the **Treasurer's Report**, Steve noted some questions about "Unclassified Income" with regard to the recent Food Conferences in Seattle. Kathy will try to clarify these items with the Seattle Sheraton.*
- ⇒ *In the **Committee Reports, Nominations and Awards Committee** section, Chuck informed the Board about this year's two student scholarship recipients. A \$1,000 scholarship, and a \$500 scholarship, will be awarded.*
- ⇒ *In **Old Business**, Mike made the motion that the Board will give lanyards and pins to WSEHA members who come to the conferences and regional meetings. Vikki seconded. Motion approved.*
- ⇒ *Tom made the motion to adjourn the meeting. Mike seconded. Motion approved. Meeting adjourned at 8:15 p.m.*

⇒ *The next scheduled meeting of the WSEHA Board of Directors will be at the General Membership meeting of October 6th, 2008, at the Joint Conference on Health, to be held at the Yakima Convention Center in Yakima, Washington.*

⇒ *Date and location of the next regular WSEHA Board meeting to be determined.*

Action items

- (1) Mike, Tom, and Chuck to form an ad-hoc committee to monitor/plan WSEHA support of the WOSSA radio show project.*
- (2) Kathy to contact the Seattle Sheraton about classification of expenses related to the Food Conference.*
- (3) Kathy to develop guidelines, and cost estimates of the Executive Secretary's duties, as they relate to conferences.*
- (4) Geoffrey and Kathy to continue work on eliminating unnecessary items from the WSEHA storage unit, and determining how to store remaining items.*
- (5) Continue to review WSEHA By-laws regarding membership categories, with the goal of possibly establishing a "Corporate Sponsor" classification.*