

Washington State Environmental Health Association  
Board of Directors Meeting  
November 18, 2008  
WDOH Center Point Regional Office – Kent, Washington

**Present**

Michael Baker (*Eastern Region Vice-President*), Jodie Holdcroft (*Olympic Region Vice-President*), Steve Garrett (*Treasurer*), Vikki Barthels (*Secretary*), Kathy Kondakjian (*Executive Secretary*), Mike Vinatieri (*Immediate Past President*), Ned Therien (*Past President*), Geoffrey Crofoot (*President Elect*), Bruce Scherling (*President*) Joe Graham (*via conference call*).

**Meeting called to order at 10:05a.m.**

**Agenda**

*Ned made the motion to approve the Agenda. Jodie seconded. Motion Approved.*

**Minutes**

*Ned made a motion that we review the minutes and email within 1 week whether or not we approve the minutes, email any changes. Jodie seconded. Motion approved.*

**President's Report**

**Goals for 2009- WOSSA radio program-** Bruce asked how many people listened to the radio program, 3 people had not had a chance to listen to the program online at kvi.com from 12:00p.m to 1:00 p.m. on Sundays. Ned could not find the program on the archives, you will have to listen to the program live. Ned also mentioned that they black out certain parts. Some National ads are blacked out during the program online, you will not hear anything for potentially 30-60 seconds. Steve mentioned that when he listened to it over the radio he did not have any blackout moments. Steve thought that the radio program was very well done, very professional, they talked about good issues and good resolution for those issues. Mike mentioned that they had Bill Creamen (not sure on spelling of last name), who works for an engineering firm, talked about why rules are in place and what needs to be done, how to find information. Mike mentioned that there were lots of call-ins. There is a group out there that is interested and listening. Broadcast group is Puget Sound, target audience: property owners.

We were approached by WOSSA for 30 second commercials at \$150.00 per ad. 10 ads \$1500.00 total. There are a couple of draft copies of the ad going around. Chuck Treser said that in house at UW they have resources to help professionally prepare the ads. How to word the ad in such a way that on the radio those individuals can relate and how do they fit into the picture.

Steve thought the two examples that were going around were a good start but he thinks we need to have 3 elements in the ad: 1.) What we are, 2.) Why we are – relative to the extended audience, not just talking to other regulator, we are here to oversee Public Health, 3.) Call to action – What do we want people to do. The two examples going around Steve did not feel presented the 3 elements. What Steve thinks we need to present all attributes that will appeal to the audience. Going to the website and see what we have going on. Steve stated that we do have something to sell and that is memberships, sponsorships, etc.

Mike – 1<sup>st</sup> version that was sent out was based on the thoughts that were made in Yakima, the intent was to get a copy out for board members to look at and to expand off of this version.

Ned- What do we have to sell – WOSSA members may also be listening to the radio program. Maybe we should sell advertisement of WSEHA to WOSSA members. One of the selling points needs to be membership to our organization WSEHA.

Geoffrey- Do we still want to continue on with the radio spot. Mike mentioned that the motion was passed, doesn't mean we cannot change the motion and move another direction. WOSSA has supported WSEHA they have given to the International Committee. Ned thinks it would be a good reason to partner with them because of the onsite course we are wanting to do in the Spring, having WOSSA maybe participate .

Geoffrey thinks we need to get something out of it, either membership, driving people to the website.

Joe Graham suggested we use the Clark County – A Day in the Life.

We need to talk to Chuck to find out where we are at on the radio spot. Bruce asked Mike to email Chuck to get the radio spots rolling. We are only going to do the last 10 spots.

Ned- Chuck recommended that we have at least two ads. One ad should be; this is what we do, and another as focusing on membership (Industry members joining us) Industry members could join WSEHA under the Sustaining members. Who would this benefit. Bruce mentioned it could be a good marketing tool for the Industry members, ads in our newsletter. We will need to update our bylaws to allow corporate sponsors to come into the organization. These members would not be allowed to vote. Mike read the bylaws for what a member is.

1<sup>st</sup> Message: Ned's version, in both of the ad's there should be a statement about for more information go to our website. What are we doing. We are looking for sustaining, associate, or general memberships depending on your qualifications. For more information go to our website.

2<sup>nd</sup> Message: We need to get a skeleton of the 2<sup>nd</sup> message, Steve stated he would be willing to type up the message and get it to Mike and then we could present it to the Board for final approval.

Chuck Tresser will get the message and the UW would work on that, someone from UW would be the speaker, once they get the ad done, it would go back to the board for final approval before it goes to the WOSSA.

Make sure that Mike gets back in touch with Chuck Treser and make sure we are moving forward on this, find out from Chuck what else he needs from us on this, just a couple more drafts? Steve will create a draft that we will all look through. Both ad's should have the closing as: This is who we are, and this is how to contact us.

### **Confirm New Vice-Presidents**

Michael Baker (Eastern Region Vice-President): Michael did not need to be voted in by the Board because he was voted in by the Eastern Region membership.

Tom Gonzales (Southwest Region Vice-President): Formally recognized by the Board.

Tom Kunesh (Northwest Region Vice-President): ***Ned made a motion to accept Tom Kunesh as the Northwest Region Vice President. Jodie seconded. Motion approved.***

*Proper actions have been taken to properly set all three new Vice-Presidents.*

Central Region is still vacant. Mike made a recommendation that an at-large position that represent any region that fails for a period of at least 6 months. Mike cannot remember a person sitting in as Central Region VP for at least 4 years. Mike suggested that a bylaw change in that section that would suggest that an at large person could remain in that capacity until the Region provides a representative and a 60 day transition period.

### **Thank You Notes for Sponsors from the 2008 JCH**

Mike would like to help Bruce write the Thank you notes for the sponsors and get those notes mailed out within the next 2 weeks.

We need to follow-up next year with the same sponsors we had at the JCH. Some would like to be called earlier in the year. Mike has the name, contact, phone number, and emails. Steve stated that we need to maintain contact throughout the year with these individuals.  
WSPHA owes WSEHA for exhibitors and dual membership.

### **Executive Secretary's Report**

**2008 JCH Report-** WSPHA had revenue of \$76,645. WSPHA sponsorship revenue was \$46,103. WSEHA exhibitor revenue was \$5,860. Total attendance was 464. Kathy will be requesting 2 checks from WSPHA: one for the \$5860.00 and the other for \$562.50 for dual membership.

WSPHA is partnering with DOH to do an Infectious Disease (session/all day) for Thursday for 2009 JCH. They are looking to partner with other organizations.

Geoffrey asked about what we would need to do to have SWANAA (National Solid Waste training) be a part of the JCH. Attend a planning meeting or have Tom Kunesh present this at the JCH planning meeting. SWANAA provides training. SWANAA could potentially provide an all day tract, pre/post tract. The Board agreed that Geoffrey talk to SWANAA to look at becoming a potential tract for JCH.

**FDA Regional Trainings-** Information broken out on the handout that Kathy distributed. Steve had questions about the money that came in from the conferences. Checks come to Kathy and logged in her data based. Steve could not provide the information because he did not have the information provided to him. Steve asked that Kathy keep him in the loop when money is deposited so they would both have documentation.

There was concern about the location of the August training in Seattle and how expensive it was. Kathy did not coordinate the conferences, she came in after the fact.

Joe Graham joined us via conference call to find out about the status of the FDA trainings. Joe was provided the information from Kathy- as to the total revenue for the August FDA training. The total revenue for this conference was \$15,505 and total collected to date was \$13,785. Amount still outstanding \$1,720. \$480 of that is DOH. Overall, we made a little bit of money on the two trainings. Total revenue for the April training was \$6,810 and total collected to date was \$6,570. Amount still outstanding \$240. Steve has a total expense of \$18,879.27 and a net income of \$1,705.73 on his Profit and Loss handout. FDA is looking at having another regional training sometime in 2009 in Vancouver WA.

**Bylaws-** Kathy did not have time to talk to Chuck Tresser at the JCH but it was clear that Kathy probably has a most updated version of the bylaws. Kathy recommended that we keep what we have and start with that and disregard what Chuck has. Kathy will send what she has to Ned and Bruce. Bruce saw revisions in 2002. Don't think we need to file any changes of the bylaws with the Secretary of State as Chuck thought we may have to do.

### **Spring AEC**

Do one day training, working with DOH on various topics from Onsite, Living Environment, Food, School-Virginia Graham Baker Act. There would be 3-4 locations (traveling road shows) 2 on the east side, 1-2 on the west side of the state. We could have one day single track each day, back to back days. Have trainings in 3 different locations, enough space to hold ~100 people, classroom style set-up, control set-up, can we bring in food and own AV equipment. We want to have single track days, perhaps two days back to back at the most. Joe noted to consider locations carefully. Stated that on the east side they have done two workshops due to travel restrictions in place at LHJ's (Moses Lake and Spokane are the two locations they use). Putting out feelers to other programs (i.e. DOH Drinking Water) make sure they know what is going on so they don't plan things going on at the same time other programs have things going on. Kathy would be able to work with WSEHA for

the Spring Workshop. She does the registration for the other workshops and would be able to do registration for a Spring Workshop. If Kathy works greater than the 50 hours a month she is contracted to do, it would be billed at \$16.00/hour after that. Currently Kathy is paid a flat fee of \$800.00/month for 50 hours. Kathy indicated that she does not currently work the 50 hours we are paying her to do. Kathy stated she was willing to do registration for other workshops.

*Went into Executive Session*

## **Treasure's Report**

***Profit & Loss Report*** – Steve distributed copies of the Profit & Loss Report from January 1 through November 17, 2008. He noted that he has not received income for the JCH on the report but we have \$5860 coming our way. \$150.00 general fund donation was received from Vanessa with Starbuck's. IHC donations went better than we expected. Pool Manuals - \$360.32 taxes/fines, Steve was not sure what this was for. He stated he would talk to Carol Spaulding (past treasurer) to determine what it was for. He thought it could be a fine for not filling out the 990 EZ federal form for a non-profit organization. He also mentioned that if it was a fine we would probably get again this year because he received a notice that we did not file Appendix A. Steve got the 67 pages off the internet regarding Appendix A. Ned mentioned that we have gotten into trouble in the past was for filing with the Secretary of State for Non-Profit Organization status that we have to do every year. Carol did not get the notice to remind her.

Kathy thought the 990 EZ federal form could be related to the sales tax we have to pay on each pool manual that we sell. Carol may know what this is for, and talk to Carol about the last time Kathy gave Carol the report of the Pool Manual sales tax.

Steve stated that we now have to pay sales tax on where the manual was sold to, not sold from. Before you would pay sales tax based on your office home address, now if you send to another county, you will have to pay that cities sales tax rate. Selling is now based on the cities tax rates, not the seller's location. Steve will work with Kathy on this issue.

We need to figure out whatever the taxes or fines were so we can avoid them in the future. We need to figure out what kind of paper work needs to be filed. Steve will check into this and get back to the board.

***Expenses-*** Steve needs a copy machine, in order to make hard copies of checks etc. He already bought the machine it is a HP 6400, it costs ~\$170. It is a dual copy/scanning/faxing/printer. He would like reimbursement. Bruce stated for security reasons we would have to be careful who has access to the machine because there would be access to individual's checks etc. Geoffrey recommended Steve use a flash drive vs. CD Rom. Steve will look into the price of a couple of thumbdrives.

***Ned made a motion to reimburse the cost of the all in one office machine plus the cost of thumbdrives. Jodie seconded. Motion approved.***

Steve also asked that an accountant look over the 990 EZ Form. Steve is going to ask around and see if he can find an accountant that is familiar with Non-Profit Organizations and the form in question. ***Geoffrey made a motion to allow Steve to use discretion to find/hire/execute an accountant to look into the 990 EZ form. Jodie seconded. Motion approved.***

## Committee Reports

### *Publications/Marketing*

- lanyards and pins
- WOSSA
- We don't have a chair for the publications committee. We need to find someone to be the editor for the newsletter. Can we have Kathy work on the newsletter? Board members should solicit articles for the newsletters. Would it be possible for Kathy to send out emails to the membership to get articles, guidelines for the newsletter? Could Kathy send a group email to the membership, we are working on our next newsletter if you are interested in submitting an article; please send it in, etc. Jodie thought this would be a good way to keep the membership included and we are working with membership. Bruce will talk to Kathy about this topic and see if we could work with Kathy on certain details of the newsletter. Mike stated that the bylaws state that the newsletter is to be published quarterly; March, June, September, and December. Ned stated that he was willing to keep doing the editing for the newsletter. Bruce stated he was willing to help out with this as well. Articles should be sent to both Bruce and Ned. We should shoot for December for the next newsletter; JCH, New VP Bios, Awards from JCH. We should have general information posted on the website about the newsletter. Use the website to post more information and keep people updated. We are going to follow the bylaws for the newsletter.

***International Health Organization-*** Bruce got an email from Mark Toy indicating that they were \$580 short. ***Ned made a motion to give the IHC the \$580 they need to complete the amount of money they need to sponsor the Laos project they are planning. Jodie seconded. Motion approved.*** See if Mark Toy could do some articles for the newsletter, process of the project, progress reports, progress pictures etc.

***Finance Committee-*** made up of Carol, Ned, Steve, and someone from DOH has volunteered to be on the committee. They will talk about getting a 2009 budget proposal together. Mike read the bylaws for the finance committee (see section in bylaws).

***Sustainability Committee*** – Bruce distributed copies of the Sustainability Library Resources from NEHA. The question was posed whether or not we want to create a Sustainability Committee. Tom Gonzales stated that he would step in and chair the committee if we do. NEHA is creating this committee right now. Jodie expressed concern about having another committee since we are weak in our committees right now. We could integrate this committee with the Education Committee, Mike and Tom Gonzales could be co-chairs for the Education Committee. Mike is currently the Chair for the Education Committee. Mike indicated that the survey (training needs assessment), we need to get a meeting with DOH to figure out what areas of training people are wanting to see throughout the state. Report needs to be finalized. We need to know what trainings DOH will be putting on.

Bruce wants to send out an email to Board Members to get after hours contact information, phone numbers, cell phones, pagers, etc.

## Regional Vice-President's Reports

No reports were given at the meeting.

## Adjourn

***Jodie made the motion to adjourn the meeting. Ned seconded. Motion approved. Meeting adjourned at 3:15p.m.***

*The next scheduled WSEHA Board of Directors meeting will be on January 27, 2008 at WDOH Center Point Regional Office in Kent, Washington.*