

Washington State Environmental Health Association  
Board of Directors Meeting  
April 23, 2009  
WDOH Center Point Regional Office- Kent, Washington

**Present:**

Bruce Scherling (President), Ned Therien (Past President), Geoffrey Crofoot (President Elect), Michael Baker (Eastern Region Vice-President), Tom Kunesh (Northwest Region Vice-President), Tom Gonzales (Southwest Region Vice-President), Jodie Holdcroft (Olympic Region Vice-President), Kerri Wagner (Executive Secretary), Vikki Barthels (Secretary), Steve Garrett (Treasure), and Mike Vinatieri (Guest)

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

Kerri Wagner was welcomed to the board as the new Executive Secretary. Everyone introduced themselves to Kerri. Kerri was the Executive Secretary from 2001-2004, she has experience in local health working for various health districts and also the private sector working for Brown and Cole grocery stores.

**Agenda**

*Ned made a motion to approve the agenda. Tom K seconded. Motion approved.*

**Minutes**

- Ned proposed a clarification to the November 18, 2008 minutes; where we went into an Executive Session. Stating that the Board went into Executive Session during that time and minutes will not be included.
- Ned provided minor comments for the January 27, 2009 minutes.
- Tom G stated that the items discussed during Executive Session need to be removed from the minutes, we only need to have the motion to go into Executive Session and the motion to go out of Executive Session.

*Ned made a motion to accept the minutes with the changes proposed. Tom G asked that Ned have language to put into the minutes regarding going into Executive Session. Ned proposed the following: The Board was reminded that it went into Executive Session for that discussion. The Executive Secretary information will be emailed to the Board later. Tom K seconded the minutes with the language Ned provided regarding going into Executive Session. Motion Approved.*

*Tom K moved to have Dick Pedlar- Webmaster post the corrected amended minutes on the web as well as the historical minutes as soon as possible. We don't have any current minutes posted on the website. Geoffrey discussed establishing a flow of who the minutes go to for review before they go onto the website. Once the minutes have been approved, if there are any changes that need to be made the Secretary will make the changes and then send the minutes to the 3 presidents (current, past and present) then to the Executive Secretary and then to Dick Pedlar. Geoffrey seconded. Motion Approved.*

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Tom K made a motion to have a shorter time frame to get the draft minutes to the Board. Ned recommended setting a goal to get the draft minutes out in a timely fashion. Geoffrey proposed our first goal to get all the corrections done via email prior to the next Board meeting. Board was in agreement to have the minutes to the board members 3 weeks prior to the next board meeting. A goal was made to get the minutes out to board members in a more timely fashion. No second was offered for the motion, therefore, no vote was held.

Goal:

1. Get the draft minutes out to the Board for review 3 weeks prior to the next board meeting.
2. Board has a week to review the minutes and get comments back to the Secretary.
3. One week prior to the meeting, get the corrected minutes out to the board for the meeting.

*Summary of what has gone on since the last board meeting in January:*

1. Resumes were shared with all the board members, and interviewed 3 promising individuals. Kerri was the best fit for us.
2. Contract details: we have a scope of work and worked with that during the interview process. We do not have a contract yet in place. We need to get that taken care of. We need to clarify some of the issues;
  - a. Kerri is not an employee of the organization, we contract out to her.
  - b. Get in writing which will clarify some of the issues of formats or printouts that are created. WSEHA would maintain ownership of those things.
  - c. Tom G asked when the contract would be ready for Kerri. Bruce stated he would like to set a goal of 30 days. Bruce's goal would be to start with the scope of responsibilities that was used during the interview process. The contract would be retroactive to when Kerri started with the board.
3. Ned provided a summary of Kathy's history to the board.

***Ned made a motion to go into Executive session. Tom G seconded. Motion Approved.***

***Ned made a motion to have Mike Vinatieri and Kerri sit in on the Executive session. Tom K seconded. Tom G opposed. Motion approved.***

***Tom G made a motion to get out of Executive Session. Geoffrey seconded. Motion approved.***

We would like to get the historical information from Kathy. Kerri stated that Kathy said the data is WSEHA's but she does not want to give us the formats that the data is stored in. Kathy would give us the raw data. Kathy sent Kerri all of the membership information in an Excel spreadsheet. When Kerri spoke to Kathy, she told her WSEHA was welcome to the historical data, but Kathy would charge us for placing field titles on all of the fields. We have the data for the membership and this is the most important thing.

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*Steve made a motion to write a letter to Kathy that we are turning down her offer for \$5000.00 to purchase computer information that we feel is WSEHA property. Jodie seconded.  
Steve retracted this motion.*

*Steve moved that we turn down Kathy's offer of \$5000.00 to purchase computer information that we feel is WSEHA property. Tom K seconded. Motion Approved.*

The discussion to turn down Kathy's offer was based upon Kerri's hard work already crafting and reorganizing the data bases. The historical data probably is not all that valuable. Kathy stated she would charge us to dump the data into Excel and put the title headers on.

Kerri has only gotten the raw membership data base from Kathy.

**Executive Secretary's Report**

- Membership: at 180 right now. When Kerri was looking at the members, some individuals that were listed as members actually were expired and some up to a year. We have 1 dual membership that just renewed. Deal with dual membership was that you had to pay for it at the Joint Conference only. 66 people who were listed as members but their membership were actually expired.
- Pool Manuals: Steve asked about the pool manuals that were sold at the pool workshops and how much the pool manuals cost. The manuals cost \$20.00. Steve needs to know this information because we have to pay sales tax for each of the manuals sold and sales tax is based on the location where the pool manual is sold. Steve needs to know where the pool manuals are sold so that the right jurisdiction gets the sales tax credit.
- Tom K discussed proposing to Gary for next year's pool workshops charging \$65.00 for non-members and \$15.00 for members. Give them membership applications. If we get 10 members that renew for the following year, we can help increase our membership. Ned mentioned that those that attend the pool conferences are pool operators and most do not have an affiliation with the organization or profession. Ned proposed that there be a smaller differential between the members and non-members. WSEHA owns all rights to the pool manual; the Public Health Association no longer has any rights to the pool manual. Mike V has the original electronic copies of the pool manual.
- We may want to look at updating the pool manuals here soon; we only have 175 copies of the pool manual left. In the near future we will work to form an adhoc committee to look at the reviewing the pool manual and update the future needs of the pool manual.

*Tom G made a motion to work with Mike V to form an adhoc committee of experts in the pool and spa area to update the current pool manual material to bring back to the board for proofing and then go out for printing. Geoffrey seconded. Motion Approved*

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*Tom K made a motion that, for future conferences of any kind we sponsor, we make the difference between the member and the non-member registration fee the same as our membership fee. The full membership rate of \$50.00 would be the differential between the member and non-member. Geoffrey seconded. Motion Approved.*

- Tom G would like to have a policy/procedure developed for fees for members and non-members for future conferences/workshops. Tom K would take lead on developing a policy/procedure or philosophy statement to post on our website. Also place a statement on our brochure or the worksheet for building a conference.
- Dual Memberships: We need to have a conversation with the Public Health Association regarding how the dual memberships will work, i.e. renewal dates for both organizations. We may want to look at going away from dual memberships in the future. It is hard to track the processing of the dual applications.
- Letterhead: Kerri provided documentation of estimates she received for letterhead costs. Kerri asked the board to look at the estimates she has collected. Kerri is currently using a black and white sheet of paper or sending email correspondence. Kerri stated that the black and white copies turn out great. The Board discussed this issue and decided we will be using black and white letterhead and not the color version for hard-copy correspondence. Tom G asked that Kerri send the board members an electronic version of the letterhead with both black and white and color to have when sending out information for regional meetings.
- Storage Unit/ Inventory: Opened up an account at *Samish Ridge Apartments and storage*, the cost is \$40.00/month; the unit is 5X9 and heated. Kerri wrote down everything that is being kept in the unit. It is mainly paper records.
- Mileage rate: The IRS has the mileage rate currently set at .55cents per mile for reimbursement.
- Postage: The postage rate is going up to .44 cents as of May 11, 2009.

**Treasurer's Report:**

- Steve handed out the profit and loss worksheet -we are looking good right now.
- Kerri's time will be placed under professional services on the profit and loss worksheet.
- Ned mentioned that the JCH money does not show up on the profit and loss worksheet. Steve will need to look into this and correct the profit and loss worksheet if needed.
- Steve mentioned that memberships for the JCH would be placed under the general fund and the exhibitors placed in a new column dedicated to JCH.
- Tom K brought up that \$618 in dual membership that is coming our way, but yet we only have 1 dual membership. Kerri clarified that the \$618 was from the previous year's JCH where there were 21 dual memberships that Kathy provided to Kerri. Some of those memberships expired and Kerri sent them a general membership renewal not dual membership.

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- Kerri had a comment under Professional Services that there is the executive secretary reimbursement and then on the next line there is another reimbursement. Steve thinks that the second line- and reimbursement should be removed. Kerri recommended separating the reimbursements from the hours, have hours under contract services.
- We paid WOSSA \$1500.00 for the radio spots. They sent a letter asking for additional help. We will table this for another meeting.
- Michael B had a question/clarification regarding the pool manuals; it said we owe \$242 in taxes for a loss of \$188.00. Steve stated that this was for sales tax for the sales of the pool manuals last year.

### **Committee Reports**

#### **Newsletter:**

- It would be nice to plan to do 3 newsletters per year. Set a deadline for July 31, 2009 for the next newsletter and then maybe another newsletter after the JCH.
- Continue with the electronic version of the newsletter.

#### **Joint Conference on Health Report:**

- Next conference call in the next week. Committee working on plenary speakers. PHA made the decision to limit the break out and plenary sessions to 2 days (October 5<sup>th</sup> and 6<sup>th</sup>) the 3<sup>rd</sup> day would be devoted to longer focused sessions.
- DOH is not going to be providing as much help as they have done in the past, and local health jurisdictions would not be sending as many people due to budget restraints.
- No agenda is set yet.
- Things for the board to consider regarding the International Health Committee (IHC):
  1. If there is not a partnership with the JCH next year, where will the silent auction go to make money?
  2. Are we as a board willing to fund IHC work without having a silent auction?  
We may not be able to fund those projects as much as we have done in the past.
  3. Would we have a silent auction for each regional conference?
  4. Is there another mechanism to use to get money into the IHC?
- Not a lot of detail to report for the 09 conference.

#### **Education:**

- Good idea to keep the one-day trainings on-going.
- Jodie has people willing to do trainings about on-site control panels in the Eastern and Western region.

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- If we go away from the JCH and stick with the one day regional trainings what would happen to our yearly membership meeting? Bruce discussed maybe changing the bylaws to do things electronically. Maybe we could talk this over with the RS Board and see what they are doing and maybe we could have a joint meeting with the RS Board for a membership meeting for 2010. Put a feeler out to the RS Board to see if this would be an option
- Another option may be have a one day conference centrally located and have the annual membership meeting at this conference.
- Eastside EH Directors say they will allow staff time to go to a general conference but they are not going to pay for it. They don't have the budget to do it. They cannot send all of their staff at once; this is why the JCH is not feasible. They want more focused specific trainings for their staff. They like one day regional AEC concept and could support that. They would like us to look at webcast trainings.
- Westside EH Directors say they like the option for cross trainings that the JCH provides. They feel networking is an important part of a conference. They are disappointed that the AEC is no longer an option. They also like the one day regional specific trainings.

*Tom G made a motion to proceed on work with Ron Grimes from NSF for webcasts. Tom and Kerri will figure out minor details of how to do a password and how to pay and get it going. Ned seconded. Motion Approved.*

*Ned made a motion to provide \$1500.00 for student scholarship for this year. Geoffrey seconded. Motion Approved.*

**Regional Vice President's Reports:**

**Olympic Region-** Jodie - Provided information on 1 day trainings about on-site control panels, and providing these trainings throughout the state as well.

**Central Region-** Vacant- No report.

**Northwest Region-** Tom K – stated he would speak with the RS board to see if the WSEHA region could provide a training the same day as the RS meeting.

**Southwest Region-** Tom G- No report.

**Eastern Region-** Michael – will work with Jodie to get the Eastside trainings on control panels set-up and to increase membership for the Eastern Region, his personal goal was to increase membership numbers by 10.

*Ned made a motion to adjourn the meeting. Tom G seconded. Motion Approved. Meeting adjourned at 3:40p.m.*