

Washington State Environmental Health Association
Board of Directors Meeting
November 19, 2009
Valley View Library Meeting Room, Seatac, Washington

Present:

Geoffrey Crofoot (President), Michael Baker (Eastern Region Vice-President), Tom Kunesh (Northwest region Vice-President), Kerri Wagner (Executive Secretary), Vikki Barthels (Secretary), Kelsi Thorsness (University of Washington Student), and Tom Gonzales (Southwest Region Vice-President- via telephone call).

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

Introductions were made, as this was Kelsi's first board meeting.

Presidents Report

Geoffrey discussed that he would like to bring on a student member with voting privileges. He thought that this would help add members to the association and involvement with the colleges. We discussed allowing a representative of the student organization from any of the colleges in Washington State to be a representative on the WSEHA Board.

Kerri mentioned that we would need to consider qualifications and language for a student representative, and we will need to work on this. We will talk about this later in future board meetings.

We talked again about the University of Washington's Environmental Health Student Organization and how it is just starting up again. If we wish to include a student representative we need to keep it open to other members from other schools not just the University of Washington. We would be interested in Environmental Health students. We discussed if the student association loses members to the point that we did not have a student representative. It was discussed that it would be not different the current vacant Central Region Vice-President position. Students are not voting members on the Board.

We discussed any student that is a member of WSEHA would be available to be on the board. Chuck Tresser would be a good person to contact about the student representative.

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We do not have enough board members present for a quorum. Board members are asked to make recommendations regarding motions that were discussed during the board meeting and email a vote of yes or no for items addressed today.

The minutes for the July 16, 2009 meeting were tabled for the next Board meeting.

The minutes for the September 3, 2009 conference call were never approved.

Michael B made a motion to approve the minutes from the September 3, 2009 conference call. Tom K seconded. Board recommends approval for subsequent vote. The Board present at meeting recommends a Yes vote.

Michael B made a motion to approve the minutes from the September 23, 2009 conference call. Tom K seconded. Board recommends approval for subsequent vote. The Board present at meeting recommends a Yes vote.

Tom K stated that the small banner showed up at the JCH and we do not need to order a small banner as discussed at the September 23 meeting.

Kerri brought up an action log and motions and decision policy that were in minutes from a WSEHA Board of Directors meeting from October 21, 1998. It would be a summary of the motions and decisions that are discussed in the Board meetings. We would like to keep the action log separate from the Board minutes, and get it out to Board members in a timely manner and post them on the website to keep members up to date. The plan is to go over all of the action items at the end of the Board meetings and make sure we have them all written down. We could use the action log as an internal tool to keep track of who is doing what and when things are due. By placing this information on the website, people who pay attention to the website will see that the Board is active and doing things for the organization.

ACTION: *Geoffrey Crofoot* made it a goal to do the action summary at the end of each board meeting, and keep a running log of what we are doing.

Tom K made a motion to recommend that after each board meeting, a list of actions and associated tasks be assembled for the Board to review and place on the website. Helping keep members up to date on what is going on. Mike B seconded. Board recommends approval for subsequent vote. The Board present at meeting recommends a Yes vote.

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Michael stated he would volunteer to help me out with the action log during my busy times at work.

WSEHA will be moving forward with the one day trainings and webinars to tailor to our membership and bring education to the folks that we represent.

Geoffrey stated that we would like to reestablish contact with the student organizations throughout the state. He talked about this earlier in the meeting. The students are a great resource and we need to take this opportunity to reach out to the student organizations.

Geoffrey stated that the responsibilities of the president are outlined in the President's manual and he plans to follow them. He also stated that he will be accessible and visible to the Board members. He will be seeking people's engagement and being engaged in the organization. He will be responsible and do his best to follow-up on items. If we have ideas, we need to share them and run with them. Right now the organization is at a low and we have a great opportunity to be able to create something new and wonderful.

We need to focus on the one day trainings and webinars that are workable for our members. In two years we need to reevaluate and see where we are. We may want to look at hosting an AEC or stick with the one day trainings. That is something to look at in the future.

We need to fill the President-Elect position. Geoffrey will keep reapproaching the two people that had expressed interest in the position. If a current Board member wishes to fill the President-Elect position, they need to find an individual who is willing to take their current position on the Board.

Committee Report's

Education: Tom G joined the meeting via speakerphone to give his education report at 11:15 a.m. Tom G provided handouts via email that were sent out to the Board members.

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- We have had three successful NSF webinars. The last webinar that we had, there were 18 connections. We are seeing more connections at each webinar. We need to look at doing the webinars ourselves and partnering with other agencies (DOH, Ecology). How much would it cost us to do our own trainings? What all would we need (equipment wise) to do our own webinar. Tom G will talk to Ron Grimes about this.
- Planning Calendar- we need someone to coordinate an onsite one day training on the East side of the state in mid March. Mike B stated he would coordinate the training.
- Training priorities- Tom G handout was provided.
- Tom G had a meeting with Greg Grunenfelder at DOH – he is willing to do his best to support staff time to attend the one day trainings.
- Eastside OSS trainings are appropriate- we need ideas instead of doing a drip water training what other topics would the Eastside like to see. We will want to include installers and designers on the workshops.

ACTION: *Michael Baker* will be the coordinator for the East Side Onsite trainings. He is going to solicit to other local health jurisdictions to see what they want for training. Michael said he would bring this up to the east side directors at their next meeting.

- Education Seminars- Tom K will look into the Snohomish Health District for dates that it would be available for one day trainings. Tom mentioned that DOH will be providing their annual training to LHJ's in the Spring, so we may want to wait until the fall to provide a food one day training.
- New School Rule- we will want to follow this and we may want to partner with DOH and offer a school one day training. We should make this a priority.
- Epidemiology and Vector training- look at doing a ½ day training on West Nile Virus or Hanta Virus
- Webinars- can they be recorded and keep on a file where people can go and view the webinar and then take a test about it to receive the credit.
- Michael stated that Cinnamon Brown from Whitman County may be interested in being on the publications committee and Kelsi stated she would be willing in being on the publications committee too.

ACTION: *Tom G* will update the planning calendar with Michael and Tom K's trainings

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ACTION: *Tom G* will talk to NSF and find out what we need to do on our end to run the webinars on our own. (What equipment we will need, etc.)

ACTION: *Tom G* stated he will shoot for a solid waste and drinking water training for the spring of 2010. *Geoffrey* stated he would commit to putting together a 1 day solid waste training for spring 2010. *Tom K* stated he would work on putting together drinking water training for the spring of 2010 and food training in the fall of 2010.

ACTION: *Michael* stated he will work with Ecology on a presentation on landfill operations, inspections and permitting. Ecology has committed to an East Side presentation.

Trainings- we need to stress having the locations for the trainings nailed down. Once we have a training scheduled we need to make sure that we put it on the training calendar and let Kerri know so she can post it on the website. Is there any way to have some sort of abstract about the trainings that can be posted on the website for membership and people interested in the trainings?

Tom K discussed the cost of the one day trainings and what should that cost be. It was discussed setting the cost at \$25.00 for members and \$75.00 for non-members. The non-member would be \$50.00 more than the member. If a non-member registers for the trainings, they would have the option to become a member. We also discussed a \$500.00 honorarium.

The Board will need to do a budget worksheet prior to the workshop.

Finance Committee: Kerri spoke to Carol Spaulding who is the chair on paper, stated that she does not mind helping out on the Finance Committee. We need to review the finances for the association before the beginning of the following year.

ACTION: *Tom K* will draft a 2010 budget for the board consideration. *Geoffrey* stated he would like to work with Tom on the 2010 budget.

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Executive Secretary Report (handout was provided)

Onsite Webinar: Kerri had contacted WOSSA to send out information to their membership regarding the webinar on 11/4/09. WOSSA did not send the information out to the membership. We still have an outstanding balance for this webinar.

Insurance Renewal: Hartford is the current insurance company which covers 3rd parties. Kerri is not an employee of WSEHA and therefore, the insurance does not cover her. We do not have insurance coverage for the Board either. The insurance would cover attendees at a conference or workshop for any trips or falls.

ACTION: *Kerri* will look into what it would cost to cover board members under L&I Insurance and what is covered for the board members.

Pool Manuals: We may need to order ~300 pool manuals. We may want to check with people registering for the pool workshops to see if they want a pool manual.

ACTION: *Geoffrey* will talk to Gary Frasier to determine if he has an electronic copy of the pool manual. He will also talk to Gary to determine how many copies of the pool manual he thinks we will need to order.

ACTION: *Kerri* will look into what it would take to get additional copies of the pool manual made and what the cost would be to do that. Kerri will also look into what the cost would be for a glossy cover vs. non-glossy or putting the pool manuals into a three ring binder.

Website: Kerri is currently using Expression Web 2 and is having a hard time between the two programs (Expression Web 2 and Dreamweaver) needed to get information posted on the website. Kerri stated that to make the website work better she would like to update the website and run it on her own. She would like to take it out of Dreamweaver and put it into Expression Web 2. Kerri would need photos for the webpage.

Board members are asked to give Kerri input in what we would like to see on the website. Kerri is still working on this and new navigating through the webpage. Geoffrey stated he would help with pictures and images, and work on a template.

We would like Kerri to investigate thoroughly what it would take to do the new website, hours and cost. Kerri stated she would need some time to play with Web Expression and see if this would work for the organization. The website should be a priority.

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Executive Secretary Contract: Geoffrey and Kerri will work on the contract and email it to the Board members to vote on it. Geoffrey has an electronic version of the contract. We need to have a new contract by the end of the year.

ACTION: *Geoffrey and Kerri* need to finalize the 2010 contract for Kerri. Geoffrey will work on the contract and email it out to the board members for a vote. Kerri would also like to look into the insurance piece and include the outcome of her findings into the 2010 contract. Kerri brought up the fact that she is making less money now then she did 5 years ago with more responsibilities. She would like to see a raise. To make it even she would need \$845.00/month or \$16.90/hour.

Kerri will need to email the Board and let us know of any amendments to the contract and areas she could like to be changed.

Treasurer's Report

Steve recommended that we give the IHC the amount of \$1338.00 that was made at the 2009 JCH silent auction.

Tom K made a motion to authorize Steve G to report the \$1338.00 to the IHC as funds available for their current project. Also request a proposal from IHC to determine the cost of their current project and determine their shortage. Mike B seconded. . Board recommends approval for subsequent vote. The Board present at meeting recommends a Yes vote.

Regional Vice-President's Report:

Olympic Region- Jodie – No Report

Central Region- Vacant- No Report

Northwest Region- Tom K – stated that he would be focusing on the one day trainings. He does not have any regional meetings planned.

Southwest Region- Tom G- stated that he would also be focusing on the one day trainings.

Eastern Region- Michael B-

- Work with Ecology to do trainings on both sides of the state. Geoffrey will work with Michael on this.
- Work with DOH to provide an onsite sewage plan review course
- Work with WSU to get a Epi/Vector course through the Vet School
- He currently has two employees who are interested in helping out on the Board.

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ACTION: *Tom K* will draft a policy for setting the registration fees for the one day trainings and webinars.

2010 Goals: working on things that we are already working on.

ACTION: *Geoffrey* will set-up a conference call meeting for either December 15, 16, or 17. He will email out to the board for a vote.

ACTION: *The Board* needs to look into another location for board meetings with conference call capabilities if the board wishes to do so. The Valley View Library does not have this capability.

Tom K made a motion to adjourn the meeting. Mike B seconded. Meeting was adjourned at 3:40 p.m. Board recommends approval for subsequent vote. The Board present at meeting recommends a Yes vote.