

Washington State Environmental Health Association  
Board of Directors Meeting  
September 23, 2009  
Conference Call

**Present:**

Bruce Scherling (President), Ned Therien (Past President), Michael Baker (Eastern Region Vice-President), Tom Kunesh (Northwest Region Vice-President), Tom Gonzales (Southwest Region Vice-President), Kerri Wagner (Executive Secretary), Vikki Barthels (Secretary), Chuck Treser (Guest) and Joe Graham (Guest).

**Meeting called to order at 9:06 a.m.**

**Agenda**

Kerri asked that we add the approval of the conference call minutes from September 3, 2009.

*Ned made a motion to approve the agenda as amended. Tom G Seconded. Motion approved.*

**President's Report**

Bruce stated that Kerri's contract has been finalized. It was finalized about two weeks ago. The contract runs from March 1, 2009 to December 31, 2009. We will need to do another contract for 2010. There should not be any changes to the contract. Geoffrey will be the one to sign the new contract for 2010, since he will be the President for 2010.

Bruce stated that his NEHA Annual Conference report that he was going to write for the newsletter would be too much for the newsletter. So Bruce is going to put together his report with pictures; Kerri will post the report on the WSEHA website and send an e-mail link to the membership.

It was mentioned that on the 16<sup>th</sup> of September there were approximately 350 individuals signed up for the Joint Conference on Health, and Ned stated that he received an email this morning that stated there were approximately 400 individuals signed up.

Our annual business meeting will be on Tuesday October 6<sup>th</sup> 2009 at 3:15-5:00p.m.

Bruce received a letter from Mary Selecky that stated due to the cuts at the State level, DOH cannot provide any additional support.

We also discussed that for future conferences on one day workshops we need to have a strong partnership with Ecology.

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Tom K mentioned that he has spoken to Claudia Coles with Department of Agriculture. Ms. Coles stated that they have funding to do partnerships with Local Health Jurisdictions for food processing. Ned stated that he would be willing to help out.

**Executive Secretary Report** (handout was provided)

Membership: Kerri stated that membership is currently down. Kerri asked the board if they would like her to send out a reminder renewal notice to those individuals who have not returned their renewal notices one month after expiration. The board agreed to have Kerri do this.

Marketing: We discussed marketing and what we can do to get what we are about out to the EH Professionals. Tom G mentioned the brochure and we need to get it out. We need to push the one day trainings that we are offering; these are great marketing and talking points. Kerri stated she would work on putting something together for the JCH booth that focuses on what we have done this year and what future trainings we have coming up in the future. We need to market ourselves better and not just the newsletter. Tom G stated he would help out with the marketing of the organization.

Rosters to board members: it was discussed that Kerri would send out new member rosters to the Vice-Presidents quarterly. If a Vice-President would like one more frequently let Kerri know.

Pool Manuals: Kerri stated that we only have 124 pool manuals left. We had the discussion about needing to update the pool manuals. Ned mentioned that we may want to delay updating the pool manuals because WA State DOH and State Board of Health want to add the Virginia Graeme Baker Act into the water recreation rules. We need to include Gary Fraser when we begin the update.

Exhibition Booth at JCH: We discussed what we want to have on the exhibition booth at the JCH. Kerri discussed having a smaller banner be made with the WSEHA logo. She looked into the cost of a small banner made with thick material. At one place the cost was \$230.00 plus tax for a 2X6 banner and another place the cost was \$115.00 plus tax. It was mentioned that we already have a large banner and at this time we need to get by with the banner we currently have. We do not want to rush into making a banner without the Boards input on the look and design. Tom K mentioned having a piece of paper with the WSEHA logo to put on the booth table. We

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need to have recognition at the conference. Bruce agreed that we need to put something up at the booth, since our current banner may be too big and we may not be able to use it.

*Ned made a motion to allow Kerri to use \$50.00 to have a sign be made for the booth at the JCH. Tom K Seconded. Motion Approved.*

We discussed if lanyards and pins are going to be handed out at the booth we will need to have 2 membership lists and check off the name as we give them out.

We also discussed the fact that we do not have business cards for the association, so we will hand out the current brochures that we have in place of business cards. In the future we need to talk about getting business cards and emails for the association.

All board members that are attending the JCH need to check in and see who would be available to man the booth for the JCH.

Annual Business Meeting: Kerri discussed which handouts would need to be provided for the annual business meeting.

The following handouts need to be brought for the meeting:

- Kerri will have a handout similar to her Executive Secretary Report.
- We need to bring the last year's Annual Business Meeting Minutes to have the membership approve.
- An agenda for the meeting (Vikki and Bruce are working on this).
- Steve needs to bring the Treasurer's Report

Ballots and Election: We do not have any candidates for President-Elect or Treasurer. Per the Bylaws, if there are new candidates, then the current officer will continue until a predecessor is elected. Since we do not have any candidates we do not need to send out ballots.

Emeritus Status: Don Leaf has emailed Kerri requesting Emeritus Status. Emeritus Status is an individual who is a lifelong member, there is no charge for the membership, have the same membership benefits as a regular member. May be awarded to any regular member provided that they have been a WSEHA member for 5 consecutive years prior to retiring and worked for 20 years in the profession.

*Ned made a motion to approve Don Leaf's Emeritus Status. Vikki Seconded. Motion Approved.*

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**Treasurer's Report**

No report was given as Steve was not present at the meeting.

**Committee Report's**

JCH: Tom K already talked about the JCH report earlier in the meeting. WASALPHO has made available three JCH registrations that are still available. If you know anyone who may want this, pass the information along.

Tom K mentioned that he will not sit on the JCH committee next year. We need to focus more on the regional one day trainings. Tom has ideas for sessions. Tom K mentioned that his vision is for each board member to be in charge of planning a one day training course. By doing these one day trainings we could reach out to all the Environmental Health Professionals.

Tom G asked why be a member of WSEHA? The JCH does not benefit the organization as a whole. We need to move to the one day trainings and encourage more membership by providing the specialized trainings for Environmental Health staff. Put the energy into the one day trainings that are going to benefit our membership.

We need to express to the Public Health Association that we appreciate their partnership, and after speaking with the Environmental Health Directors and local health jurisdictions we are going to focus our attention on the one day trainings because that is what our constituents are expressing. They want something different; more specialized trainings.

Tom K stated that we may want to upgrade to sponsorship level for the JCH to show our appreciation to the Public Health Association.

***Ned made a motion to upgrade to the sponsorship level for the JCH. Tom K Seconded. Motion approved.***

Bruce mentioned that he has not had any discussions about money for the JCH. We do not have an agreement this year with the Public Health Association regarding exhibitors. We need to be prepared not to get any money for the exhibitors that we bring in.

Education: We need to look into having a person to chair the one day trainings. We will need someone to keep the trainings organized. Tom G stated that he would be willing to chair the one day trainings. The one day trainings are what the EH Directors want. They want targeted one day trainings. Ned brought up that maybe we want to advertise to have someone volunteer for chairing the one day trainings. He was worried that it would put too much on Tom G.

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We need to begin planning now for next year so we can get these trainings going.

Tom K said he would work with Claudia with the Department of Agriculture to work on some one day trainings.

Bruce mentioned that Labor and Industries may be a good partner in future one day trainings.

Chuck Treser stated that Kerri can send him training notifications and he will post the information on the list serve.

Nominations and Awards: Joe Graham stated that he ordered the awards and they are ready to be picked up. The cost is around \$130.00

*Ned made a motion to allow up to \$150.00 for Joe to spend for the award plaques. Tom K Seconded. Motion approved.*

We discussed when the awards would be given at the conference, and who would be presenting each person their award.

Chuck discussed that he is not sure yet who would be getting the student scholarships. Ned and Joe will be the judges as well as Chuck for the student awards.

Ned was going to contact Dick Pedlar and find out if he needs student volunteers.

Tom G and Michael B were asked to put letters of recommendation together to give to the award recipients.

Ned received an award from NEHA and we need to present the award to Ned sometime during the conference.

**Regional Vice-President's Report:**

**Olympic Region-** Jodie- No report

**Central Region-** Vacant- No report

**Northwest Region** – Tom K – talked about looking into doing a wild mushroom workshop. Trying to get an approved path to get wild mushrooms into local restaurants and stores. Having a check and balance system established, instead of the don't ask don't tell policy. Workshops could include identification of common edible mushrooms and their look alikes.

**Southwest Region** – Tom G – is trying to work on the webinars and the one day trainings. He is working with NSF to get a food safety equipment webinar scheduled in late November/early December. He would like to see an additional webinar in January or February.

**Eastern Region** – Michael – No report. Michael is going to speak with WSU food science program to see if he can get a one day training from them.

*Tom G made a motion to adjourn the meeting. Ned Seconded. Motion Approved. Meeting was adjourned at 11:35 a.m.*

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### Summary of Board Motions and Decisions

- Bruce called the meeting to order at 9:06 a.m.
- *Ned made a motion to approve the agenda with the amendment of adding the approval of the conference call minutes from September 3, 2009. Tom G Seconded. Motion approved.*
- The board agreed to have Kerri send out a reminder renewal notice to those individuals who have not returned their renewal notices one month after expiration.
- *Ned made a motion to allow Kerri to use \$50.00 to have a sign be made for the booth at the JCH. Tom K seconded. Motion approved.*
- *Ned made a motion to approve Don Leaf's Emeritus Status. Vikki Seconded. Motion approved.*
- *Ned made a motion to upgrade to the sponsorship level for the JCH. Tom K Seconded. Motion approved.*
- *Ned made a motion to allow up to \$150.00 for Joe to spend for the awards plaques. Tom K Seconded. Motion approved.*
- Ned received an award from NEHA and we need to present him with the award during the JCH.
- *Tom G made a motion to adjourn the meeting. Ned Seconded. Motion approved. Meeting was adjourned at 11:35 a.m.*

## **Board Action Items**

1. Geoffrey as the President-Elect will need to sign a new contract for Kerri for 2010. There should not be any changes to the contract.
2. For future workshops we need to have a strong partnership with Ecology.
3. Work with Claudia Coles at Department of Agriculture to partner for one day trainings.
4. Possibly looking at redoing the WSEHA brochure we currently have.
5. We had a discussion about updating the pool manuals. Ned mentioned that we may want to delay updating the pool manuals because WA State DOH and State Board of Health want to add the Virginia Graeme Baker Act into the water recreation rules. When we do update the manuals we need to include Gary Fraser in the process.
6. We may want to look in the future at purchasing a smaller banner in case the large banner that we already have cannot be used.
7. Bruce mentioned that we may want to look at having business cards made for the association and possibly email addresses.
8. We need to start planning now for the one day regional trainings. Ecology, Department of Agriculture and Labor and Industries were mentioned as possible partners for future one day trainings.
9. Having contact with Washington State Board of Registered Sanitarians regarding having our annual membership meeting the same time as their meeting.

