

Washington State Environmental Health Association
Board of Directors Meeting
July 16, 2009
Valley View Library, 17850 Military Road S, SeaTac

Present: Bruce Scherling (President), Geoffrey Crofoot (President Elect), 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), Mike Vinatieri (Guest).

Meeting called to order at 10:08 a.m.

Kerri stated that we will need to call Laura Hitchcock (Executive Director for the Washington State Public Health Association) to discuss the Joint Conference.

Agenda

Ned made a motion to amend the agenda with the addition of a discussion about the WSEHA election. Tom G seconded. Motion approved.

Minutes

Ned made a motion to approve the minutes. Tom G seconded. Motion approved.

President's Report

Bruce gave a report on the NEHA national conference in Atlanta. He stated the numbers for the conference were down. Bruce stated that his 1st impression of the conference was that we are part of a really big picture of scientists that do this work throughout the world. Bruce stated he attended a lot of tracks on sustainability and climate change.

Bruce discussed one of the session's in which they talked about using new technology such as twitter, to communicate with employee's offsite or the communities in which they serve. CDC has been using twitter since the first of the year. Bruce discussed how twitter works; you can only send a short statement (140 characters long), small concise statement that can be sent out. CDC used this during the H1N1hype. Bruce proposed to the board that maybe we should consider using twitter to get bits of information out to people. Ned asked if twitter messages could be saved so they could be used for public records requests. Bruce stated that this was addressed in the session. On the twitter page it has a date/time stamp so it could be used for a public records request. Bruce stated that it would have to be worked through your agencies IT department to determine how it would be saved for public records request. There are several local health jurisdictions throughout WA that are currently using twitter. Chuck made a

comment that we do need to know about this new technology because the students are using it and will be expecting it when they go out into the workforce.

Bruce mentioned that Ned has been in Public Health 30 some years and NEHA has a certificate of merit. Bruce used Ned's name as someone who has been in the field for a long time. Ned received a certificate of merit from NEHA. Bruce thanked Ned for all that he does and for keeping up the fight for Public Health. Tom G mentioned that we present the certificate to Ned at our annual business meeting at the Joint Conference; he also mentioned that we should put something in the newsletter about Ned's certificate.

Bruce mentioned that the most important thing about attending a conference is not just the training but also the networking to see what everyone else is doing in Public Health.

Ned mentioned that he thought the money that we used to send Bruce to the conference was well spent; he made a lot of contacts, and represented Washington. Tom G mentioned that the NEHA conference will be more expensive on the odd years, as the odd years the conference is held on the East Coast and on the even years the conference is held on the West Coast. Next year's NEHA conference will be held in Albuquerque New Mexico.

Executive Secretary's Report (handout provided)

WSEHA membership: 204 members currently up from 180 members from the last board meeting. Kerri has sent out 66 renewal notifications for members who we thought were members but they were not because their membership lapsed and they were listed as members in the database. Kerri provided a breakdown per region.

OSS Workshops: We have all the money in except for one person.

Pool Conferences: It was broken out between east and west sides of the state. 167 total registrants and Gary Fraser projected 125. Still some folks who have not paid yet.

NSF Webinar: there were 6 connections totaling \$90.00.

Pool Manuals: 124 pool manuals on hand right now.

Electronic Funds System: Combined fund drive- State employee's can contribute money to the fund and specify which organization you want your money to go to. People may not know that they can donate money to this fund and specify that the money goes to WSEHA. This happens in the fall.

JCH- Laura Hitchcock (Executive Director- WSPHA) joined in via conference call. She stated that they value the partnership between WSEHA and WSPHA.

Abstracts: they have received 3 on ground water, 1 on outdoor air, 1 on fish consumption, and 1 on solid hazardous waste. They are adding workshops this year and inviting sessions. They feel by adding the workshops these will add value to the conference and more people may attend. They have 3 workshop sessions set aside for Environmental Public Health; 2 Monday morning and 1 Monday afternoon. To cut the cost of the conference, they will be eliminating the last ½ day session and add pre and post sessions. They are making these adjustments due to the budget restraints individuals are having for travel. If we can look into having the Department of Ecology and Department of Health partner with us on the conference, this may help bring more EPH staff to the conference. A letter is being sent to Department of Ecology and Department of Health to get them to help partner with us for the conference. Laura stated that WSPHA is strongly supportive of the letter.

Policy and Procedure Manual: Kerri stated that she will work with Chuck on this to update the manual to our current policies. Kerri provided a handout with proposed changes that the board can vote on. The Policy and Procedure Committee will be Chuck and Ned.

Section A- Introduction – there were no changes to this section.

Section B- Organization – need to update information for current members and their job titles, and the calendar of events (we need to completely revise).

Ned made a motion to accept the proposed changes in Section B. Michael B seconded. Motion approved.

Section C- Operations- The changes are summarized in the handout that Kerri provided. (1) Allow the Executive Secretary to deposit money selected by the Board. (2) Allow a student member to participate in the board discussions but is not a voting member. (3) Mileage rates to meet the current federal rate not \$.10 a mile. Geoffrey discussed the mileage rate and the IRS rate of \$.55 and \$.14 for non-profit organization. We need to discuss the rate structure and reimbursement rates for the Board. Kerri stated that in the past people were encouraged to submit expense forms. The new policy states that mileage may be reimbursed to Board members at the current standard Federal rate when necessary to conduct Association business. (4) Membership – rotating renewal date. Policy is not current to what we are currently doing.

Conference Registration Expectations: What Kerri does for conference registrations. If someone pays for the conference up front, when Kerri sends out the confirmation letter she will send a copy of the receipt as well. If she does not receive payment she will invoice them and the invoice serves as their receipt. Every payment that is received should be accompanied by a receipt and it could be emailed to the individual. For those individuals who are invoiced they do not need a receipt.

Treasurer's Report:

Handout was provided. Mike Vinitari did the report for Steve.

Committee Reports:

Joint Conference: we do not have any EH content at this time. Tom G proposed having Ron Grimes from NSF provide 3 trainings. Bruce stated that he could step up and submit an abstract. The silent auction for IHC will be a go at the conference.

Education: Tom G sits on NEHA's sustainability group and was recently on a phone conference with US Department of State. On the conference call they discussed Obama's plan on renewable energy around the world.

Webinars: Tom G gave kudos to Kerri for helping out with the webinars. We have learned that we need to get the announcements out sooner for the webinars. Ron Grimes can do an on-site wastewater-standard and a drinking water residential webinar August 13-14. The sign on fee for the webinars is currently a \$15.00 fee. We should set the webinar fee at \$25.00/service line and \$5.00/person after 5 people. We are looking at having 3 webinars- 1 in late August-early September, 1 in late September-early October, and 1 in November or December.

Tom G made a motion to work with Ron Grimes from NSF to schedule 3 webinars by the end of the year. We will charge \$25.00 for up to 5 people and more than 5 will be an additional \$5.00/person. Tom K seconded. Motion approved.

NEHA e-learning is free online training for NEHA members.

We need to discuss the future of educational trainings. The JCH may not be the best avenue. We may want to look at an AEC for next year, or do we want to stick with the one day trainings.

Newsletter: We want to get the newsletter out by the end of July. We will want to get the newsletter out before the JCH. Mike V brought up the fact that we may want to add the results from the educational survey that we did a while back into the newsletter to show what EPH members want in trainings. Tom K proposed that we put this agenda item on the next agenda. Ned stated that he will work with Kerri on survey results for the newsletter.

Website Update: there is a lot of stuff on the website that is not up to date. Some items are not being posted on the website. Kerri got the software to be able to work on the website. Expressions web 2 is the software that Kerri is using. We are having a problem with the links not working.

Nominations and Awards: Need to have an article in the newsletter to get nominations for this year.

Need to have a board meeting before the JCH in early September. Need to set up a conference call meeting.

Regional Vice President Reports:

Olympic Region- Jodie – No Report

Central Region- Vacant- No report

Northwest Region- Tom K- working on the JCH, no regional meetings.

Southwest Region- Tom G – Tom sent out a newsletter to the members of his region.

He is going to try and do this after every board meeting to update the membership.

Eastern Region- Mike B – he also sent out a newsletter that was sent to the member of his region, he also sent out a survey monkey to see what membership wants in trainings.

NEHA- AEC costs- we should look for lower costs if at all possible.

January agenda items: Cost of NEHA AEC.

Old Business: Kathy still has some items of the boards in her possession and we need to get them back.

Ned made a motion to adjourn the meeting. Tom K seconded. Motion Approved. Meeting adjourned at 3:20 p.m.