

Washington State Environmental Health Association
Board of Directors meeting
February 25, 2010

Present: Kerri Wagner(Executive Secretary), Tom Kunesh(Northwest Region Vice-President) , Dave Riggs (NEHA Representative), Steve Garrett(Treasurer), Geoffrey Crofoot(President), Bruce Scherling(Past President), Larry Huang(Guest), Kelsi Thorsness(Student Representative), Ned Therien(via conference call) (Guest- Policy Committee), Tom Gonzales(via conference call- Southwest Region Vice-President), Ross Lytle(Guest- IHC Committee), Vikki Barthels (Secretary)

Meeting called to order at 10:04 a.m.

Approval of the Agenda:

Steve G moved to approve the agenda. Tom K seconded. Approved

Approval of the Minutes:

December 17, 2009: *Bruce made a motion to accept the minutes. Steve G seconded. Motion approved.*

July 16, 2009: emailing the minutes out to the board to get approval next week via email

Presidents Report:

Budget: (1st page approved budget, 2nd page corrected budget)

General fund issues that need correction:

- Pool manuals for sales had been counted twice. \$8100. The \$8100 in expected income from the pool conferences included pool manual revenue that was also reported elsewhere in the budget under manuals.
- We did not account for pool manual reprints during the first budget approval.
- IHC - \$1300.00 was accounted for as income and it was not income.
- Kerri's new salary increase.

Difference between the two budgets is about \$6000.00.

We are spending more money than we are taking in.

NEHA conference: Geoffrey can reduce the budget for the conference from \$2000.00 to \$900.00, by working with the Snohomish Health District. This is what Geoffrey is proposing: Snohomish would provide Geoffrey the NEHA conference registration. WESHA would provide Geoffrey air fare, hotel, and NEHA membership.

Steve moved that we approve the revised 2/25/2010 budget as proposed and look at the income and how we are doing at the end of the year. Tom K seconded. Motion approved.

Action Item: Geoffrey needs to send out revised budget to the board.

Bruce made a motion to accept the proposed agreement between WSEHA and Snohomish Health District for Geoffrey to attend the NEHA conference with our expenses not to exceed \$900.00.

Steve seconded. Motion approved.

Student Involvement: The WSEHA members will likely vote Kelsi to be the student representative for the WSEHA board. There has been discussion about the student representative having voting privileges on the board. We would be required to change Article VII of the Constitution and By-Laws to give the student representative voting privileges. We also do not have a student representative listed as a board member in the Constitution and By-Laws but is in the Policy and Procedures Manual. The student organization is working to figure out who the student representative would be throughout the state. Not just the U of W.

Action Item: We need to review the article VII regarding student representative on the board of directors and whether to give voting privileges.

Volunteering Opportunities: Larry Huang is interested in volunteer opportunities. He is currently volunteering on the publications committee. We discussed possible volunteer opportunities that could help WSEHA.

One potential is to have a volunteer help out with the conferences for registration – lead person for that conference. If someone wanted to get a free pass on the registration, they could come early to the conference to do the registration and take all the paperwork and money and give that to Kerri. We need to have someone there (Room Host), possibly a board member or Kerri. If someone is willing to volunteer they would get into the conference for free to do the registration and be the room host for that conference.

Tom K made a motion that the president be delegated authority to wave registration fee for a volunteer(s) willing to help with room setup and operation during continuing education seminars. Tom G seconded. Motion approved.

WORC: (Washington Organic Recycling Council):

WORC Split:

- They are developing the content of the trainings and we are doing the logistics. We discussed splitting the profit 50/50 after expenses. How do we deal with this in reference to WORC. Do we put the money earned into membership for those individuals who are not members or put that into profit for the conference, or can we give them \$400 for the honorarium?
- Should we allow WORC members to attend the conference under the WSEHA membership price?
- Geoffrey would prefer to give them the \$400.00 honorarium for the conference to WORC as an organization.
- WSEHA would collect all of the registration for the conference.
- This training is targeted for the regulator.
- If someone is paying the non member rate- do we include the difference in the cost splitting or allow them to become a member and not split that price?

Tom K moved to make the WORC compost training fees at \$30 member and \$80 non members. Bruce seconded. Motion approved.

Action Item: Find an east side location for a May compost training. (Vikki)

Registration for conferences/workshops: if you register late you would have to pay the non-member fee. (day of registration).

Tom K made a motion that the day of training registration penalty is 50% of the member rate (ie. member rate \$40/ penalty \$20). Bruce seconded. Motion approved.

Washington State Environmental Health Association
Board of Directors Meeting Minutes
February 25, 2010
Page 4

Treasurer's Report: (Handout Provided)

Page 1- Checking account: we have two outstanding checks. One will be scratched from the list because it is over a year old. It was for a speaker at a pool conference.

Steve stated that we need to be conscious about what we are spending.

Page 2- Profit and Loss Worksheet

Page 3-Itemized profit and loss worksheet

Steve pointed out that our major source of income is from our conferences.

Steve did not do a print out of our investments at this time.

Tom K mentioned that there is income for the webinars but no expenditures. Kerri stated that we are waiting for the bill from NSF. Tom K mentioned that it is to our benefit to split up the conferences on the budget worksheet because it gives us an idea of how the conference went.

Kerri stated she can track her time on the conferences and then once we get all the time done we can pro rate Kerri's time to determine all the time and money that went to each site.

Profit and loss worksheet Steve will have a separate tab for each type of conference/webinar so we can track each.

Policy and Procedure Manual recommendation: change who can deposit checks the treasurer or the executive secretary under the direction of the treasure.

Steve had a request for reimbursement for \$61.90 for postage and ink cartridge.

Steve would like Kerri to add language to the policy and procedure manual to add that any check over \$1500.00 have a second signature.

Steve made a motion that we include language on the Policy and Procedure Manual that any check over \$1500 must be cosigned. Bruce seconded. Motion Approved.

Action Item: Upgrade Signature Card and signatories on the account

Committee Report:

IHC – Ross Lytle: background on recent project: water systems in Nicaragua. Money was dispersed. The reason we choose this option, was because in case they fell short on the silent auction (which they did) they would not have to come back to the board and ask for the difference in money. Frank Meriwether is overseeing everything.

2010 -running into serious manpower and time issues. Not getting folks to step up and help out with the silent auction. 2009 silent auction- there were not many people that could contribute time to solicit items for the auction.

IHC is proposing that we may need to put the silent auction on hold for a couple of years and start soliciting donations through the WSPHA and WSEHA websites. IHC may look at doing the silent auction again when WSEHA gets an AEC going again.

WSEHA is willing to help working with the IHC on their projects.

Educational Report:

Tom G got the planning calendar up to date and sent it out to Geoffrey, Kerri, and Tom K.

NSF Food Safety Webinar: tentative March 31, 2010 and if we have a second one do it in May or just do both in May. There will be 2 of them and each one an hour

OSS workshop: April 6th on the East side (Michael B)

Compost: April 7- Snohomish Health District. (Geoffrey)

Drinking Water: April or May – DOE and DOH – Drinking water resources, aquifer protection. 6 hours of content. (Tom K)- Tentative commitments from speakers. We need to nail down the logistics on this now. DOH staff is willing to do 3 training opportunities. They would each put together one hour of content and update the others. It sounds like they may not charge the organization money because they are state employees.

Food safety:- (Tom K)

Survey Seminars: April 15th – on the West side (Jodie)

Swimming Pool Conferences: April 27 and 29, 2010. (Kerri and Gary)

We are doing a great job on getting these conferences planned and going.

A way to put the secured locations for training on the website as well as contact information for the individuals that are in charge of each site.

We need to have 2 roles- one scheduling the trainings (planner), second role- room director.

Action Item: Vikki needs to work on location for the eastside- talk to SRHD to use the facility for the training site. Look into seeing if she can get the Health District availability for a Survey Seminar in late May or June.

Action Item: Geoffrey to notify Jodie that her motion passed.

Jodie made a motion via email to approve her budget worksheet for the Surveying Seminar on April 15, 2010. It was passed by the board.

Geoffrey set up a twitter page for WSEHA and we may look at starting up a facebook page as well.

~ Tom K mentioned that we could do a webinar annual business meeting.

Executive Secretary Report: (handout provided)

Membership: currently at 192. Kerri will be sending out 79 membership renewals next week. Encourage folks to renew their memberships. Kerri is going to be sending out an insert with the membership renewals with information that is currently going on (upcoming training opportunities). Membership will save you money.

Website Update: New website is up and running. The home page can be tailored however we see fit. If you want to see something on the website let Kerri know.

Outstanding balances: We still have one person who has not paid for the NSF on-site sewage training, and one person who has not paid for the swimming pool conference. Kerri is giving up on getting the money from these people, as she has tried numerous times to get in contact with them and has not received anything. Market that we want to have payment prior to the conference.

Pool Manuals: Currently have 119 manuals.

Action Item – contact Michael Baker and determine the date and time of the OSS training in Moses Lake.

Pool Manual Reprint: We need to get enough manuals to get us through this year and maybe 2011. Kerri took the pool manuals to Kinko's and they scanned it into PDF format, but the print was light. They tried to darken it up, but it is still light. Kerri spoke with the man who has coordinated the pool manual print jobs for us in the past. He is going to check with his resources to see if the old pool manual can be reprinted on films and if new pages can be added or if they can convert the files into something we can use and then print with PDF Format. Kerri provided quotes she has received to reprint the pool manual.

We needed to add some addendums:

1. Virginia Graham Baker Act-
2. Fecal Incidence

Ned commented that a bill was introduced yesterday, SB6876, which would eliminate Department of Health authority to implement the State Board of Health's water recreation rules. It would give all the responsibility to local health jurisdictions.

Steve moved to accept Dave Riggs as the Central Regional Vice President. Bruce seconded. Motion approved.

Action Item: Geoffrey will call Dave Riggs and let him know we accepted him as the Central Region VP.

Regional VP Reports:

No reports were given in interest of time.

Washington State Environmental Health Association
Board of Directors Meeting Minutes
February 25, 2010
Page 8

Old Business:

Policy and Procedure Manual (Handout provided)

What is the process in order to change the manual? Ned will collect suggestions from Kerri, Chuck and the board. He will develop a draft with proposed changes highlighted for board review. Bruce said he would help Ned develop the draft proposal.

Action Item: Kerri will send Ned her electronic copy of the Policy and Procedures Manual to work off of for developing a proposal to the board for changes.

Action Item: Submit comments on policy and procedure manual to Ned (Everyone)

Action Item: Steve needs to send Ned the dates of when we need to renew with the Secretary of State, web host, insurance, etc. Ned needs this information from Steve for inclusion in the calendar in the updated policy and procedure manual.

Next Board meeting: May 13, 2010: 10-3:30 p.m.

Action items from 11/19/09 board meeting, most of them have been completed or are in the process of being worked on.

Steve G moved to adjourn the meeting at 3:33p.m. Bruce seconded. Motion approved. Meeting adjourned.

Board Action Items

Action Item: Geoffrey needs to send out revised budget to the board.

Action Item: We need to review the articles 5 and 7 regarding student representative on the board of directors and voting privileges.

Action Item: Find an east side location for a May compost training. (Vikki)

Action Item: Signature Card and signatories on the account

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