

# Washington State Environmental Health Association Board of Directors Meeting AGENDA



**Date:** Monday, September 17, 2018  
**Time:** 10:00 a.m. – 12:00 p.m.  
**Conference Call:** 1-877-311-2008, code 300864#

## 10:00 a.m. – Call to Order, Roll Call – *Mike Young*

<b>President</b>	Mike Young	Yes
<b>Pres-Elect</b>	Tom Kunesh	Yes
<b>Past- Pres</b>	Joe Graham	Yes
<b>Treasurer</b>	Jesse Smith	Yes
<b>Secretary</b>	Jen Garcelon	Yes
<b>Exec Sec</b>	Dayna Katula	Yes

<b>Central V-P</b>	James Rivard	Yes
<b>Eastern V-P</b>	Chris Skidmore	No*
<b>NEHA Rep</b>	Matt Reighter	Yes**
<b>NW V-P</b>	Bill Angel	No
<b>Olympic V-P</b>	Jodie Holdcroft	Yes
<b>SW V-P</b>	Jeremy Simmons	Yes***

\* Chris called in after roll call  
 \*\* Matt got off the call at 10:45 am  
 \*\*\* Jeremy got off the call at 11:06 am

Also on the call at with Joe and Jeremy at DOH is Liz Coleman.

## Approval of Agenda– *Mike Young*

*Mike motions to approve the agenda; Joe seconds. No one opposed.*

## Approval of Minutes – *Mike Young*

The 5/9/18 meeting minutes had not been sent out to the group. Dayna emailed the minutes out to everyone during the call. After a brief review, *Joe motions to approve the minutes from the 5/9/18 meeting; Jodie seconds, no one opposed.*

## Treasurer’s Report – *Jesse Smith*

We reviewed the attachments Jesse emailed out. There is \$123k in the investment accounts; up \$13k this year. In the AEC Profits and Loss document, it shows the AEC made \$13k in 2018. Overall the AEC is doing well; the best in Jesse’s six years as Treasurer. Tom likes the AEC report format. Jesse will send out a couple of year’s worth of P&L reports.

Jesse does not yet need a subcommittee to help assess the new tax forms the organization will need to submit.

## NEHA update – *Matt Reighter*

The September 2018 NEHA Newsletter has an overview of the AEC and affiliate network, updated Professional Food Manager, and two new body art policies. There is a CDC grant for EH capacity for Puerto Rico and the US Virgin Islands.

The 2019 AEC will be held the week of July 9, 2019 in Nashville, TN.

A NEHA Survey will be sent out to Mike.

## Executive Secretary Report – *Dayna Katula*

- Pool Operator Manuals  
There are 30-35 copies left. There are three options. One, order more of the current edition. Two, wait, and ask DOH to revise. Three, let it go. It is a low priority for DOH to rewrite the manual. DOH may update to the federal Model Aquatic Health Code. Most people use the National Swimming Pool Foundation's Pool and Spa Operator Handbook for \$60 as the current, best reference.  
There was discussion on the large amount of resources it would take to rewrite the manual.  
*Joe made a motion to exhaust the current supply of manuals, not order additional manuals, and revisit the issue in three years; Tom seconded. No one opposed.*
- Position Posting Discussion/New Executive Secretary Training/Transition  
The Executive Secretary position is posted on the website. Matt can forward the posting to the NEHA Affiliates. There was discussion on how long the position should be open. It was decided to keep the position open until filled, with a first review of applications in two weeks.  
Dayna wants to start training as soon as possible during the slow season. She'd ideally have someone trained in a few months and she could be on-call to help the new Executive Secretary.
- Interview Panel  
Joe offered to review the job description. Tom, Mike, Jen, and Dayna offered to be on the interview panel.

### Committee Reports

- **International Health**  
Ashley-Rose will continue to Chair the International Health Committee. She can rotate non-profits. Dayna and Tom may know people who can help her with the committee. Dayna will reach out to Ashley-Rose.
- **Publications**  
Deadline for the *WSEHA Newsletter* is September 21, 2018.
- **Awards**

### Annual Education Conference(s)

- 2018 AEC in Olympia
  - o Overview of 2018 AEC Financials – *Jesse Smith*  
It was discussed in Treasurer's Report above. The Olympia AEC made \$13k in profits.
  - o Attendee Comments – *Dayna Katula*  
The attendee comments are online. There were some main themes.
- 2019 AEC in Yakima- *Liz Coleman*
  - o Update  
Hotel(s) signed contracts. The Holiday Inn is the main hotel, but we are also working with Howard Johnson because the HI is undergoing renovations and we may need extra rooms.  
Field trip to Yakima for a walk through is a good idea. Liz should go with Joe and or Tom.  
Dayna will update the website with 2019 AEC information.  
Joe will reach out to Yakima Health District.
  - o Vote on Proposed Budget  
*Jeremy motions to approve the proposed budget; Jodie seconds. No one opposed.*
  - o Call for Volunteers/Chairs to help at AEC  
There was discussion on the importance of the A/V Committee. Gary at DOH is a good resource. They hope he will travel and help.

Tom and Liz will talk off-line to discuss any holes with volunteers or Chairs to help at the AEC.

- Other AEC items  
No “other” items discussed.
- Identifying a Co-Chair  
They are searching now. They had a lead in TPCHD, but it didn’t work out.
- 2020 AEC
  - Potential location ideas  
Somewhere on the West Side of the Mountains, but cost will always be an issue.

### **Regional Vice-Presidents’ Reports**

- **Olympic Region** - *Jodie Holdcroft-no report*
- **Central Region** - *James Rivard-no report*
- **Northwest Region** – *Bill Angel-not on the call*
- **Southwest Region** – *Jeremy Simmons-no report*
- **Eastern Region** – *Chris Skidmore-no report*

### **New Business**

- Future Board meetings and locations  
Next meeting will be late January. Dayna will send out a Doodle Poll.

**Adjourned the meeting at 11:35 a.m.**