

**Washington State Environmental Health Association  
Board of Directors Meeting Minutes**

**November 25, 2013**

**Via conference call**

**Present**

Michael Baker (*President-Elect*), Jodie Holdcroft (*Olympic Region Vice-President*),  
Ross Lytle (*Secretary*), Kay Massong (*President*), Megan McNelly (*Publications Committee Chair*),  
Scott Paradis (*Eastern Region Vice-President*), Jesse Smith (*Treasurer*),  
Mike Vinatieri (*Southwest Region Vice President*), Kerri Wagner (*Executive Secretary*)

**Approval of Agenda**

**Approval of Minutes**

**Board Meeting minutes of 9/9/13** – In the **Executive Secretary’s Report, 2013 AEC** section, Kerri noted that the sentence “*She also noted that the total is a bit less than is stated on the report, due to some redundancy*” was not applicable to that section, but to the **Pool Manuals / Conferences** section. Ross will make the correction.

***Jodie made the motion to approve the Minutes of September 9, 2013, as corrected. Michael B seconded. Motion approved.***

**Treasurer’s Report**

**Profit and Loss Report** – Jesse informed the Board that our total investments are up. The checking account is OK. The only change will be that the deposit charges for the Great Wolf Lodge almost doubled, so the checking account will be a bit tighter. Jodie asked if we may need to transfer some funds, and Jesse said it may be necessary. Michael B questioned how tight the situation really is. Jesse said it is just a question as to whether or not we want to dip into our investments. Michael then questioned whether we want to start taking AEC registrations now. Kerri added that Dave DeLong is planning to continue the annual Pool Conferences next spring, which could also impact the budget. She suggested that we not transfer any money unless necessary.

***Mike V made the motion to accept the Treasurer’s Report as presented. Ross Seconded. Motion approved.***

**Committee Reports**

**Education Committee** – Kerri presenting for Lauren Brinker

- **2014 Annual Education Conference Committee update** – Kerri informed the Board that the AEC Committee had met on Nov. 22<sup>nd</sup>. The general conference theme of “Environmental Public Health – Improving Quality of Life in our Communities” has been chosen. We have received only one abstract so far. Mike V is working with the vendors. He noted that some

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### **Committee Reports (cont.)**

#### **Education Committee (cont.)**

- **2014 Annual Education Conference Committee update (cont.)**

of them may want to make presentations at the AEC. He said that would be fine, but he wants to make sure that the presentations are technical, not commercial, in nature.

Kerri noted that we will probably need more easels for presentation posters. The Department of health will provide at least some of these, but she felt that we would probably want to purchase more. She recommended that, if we purchase them, they should be covered in the WSEHA budget, and not in the AEC budget. Ross added that the International Health Committee has several posters showing past IHC projects, and the easels could be used for displaying those. Mike V suggested that he will inform the vendors and poster presenters to bring an easel or other display-holding device if they have one.

Kerri also told the Board that the Call for Papers is now on the WSEHA website. She will also work with Mike V to get information for the exhibitors onto the website. It was suggested that we include the fact that proceeds from advertisements at the AEC will go toward the WSEHA scholarships, which may help to increase interest. Mike V will also contact the Washington Onsite Sewage Association (WOSSA) as a possible exhibitor.

We will need to increase the exhibitors' fees for this AEC, but Mike V also suggested that we could allow the exhibitors to do a brief (about one-minute) promotional video.

The Board also discussed the promotional bags that are given out at the AEC. The current plan was to continue using the "Chico Bags" that we used last year. It was suggested that we could save money by ordering a greater quantity of bags. The Board decided to table the idea until a later Board or AEC Committee meeting.

Mark Toy will organize the Monday night social event at the AEC.

Kerri pointed out the need to find an "apprentice" for Dick Pedlar to handle the audio/visual duties at future AECs.

Kerri also informed the Board that Scott Paradis will replace Kathy Pierson as the Coordinator of the AEC Moderators.

#### **Nominations and Awards Committee** – Kerri presenting for Joe Graham

- **Scholarships** – Joe has not yet set a deadline for WSEHA award nominations or scholarship nominations. The Board discussed whether or not a dollar figure had yet been established for scholarships this year. Two \$1,000 scholarships were awarded last year. Kay asked if we wanted to specify a number and/or amount of scholarships at this time.

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### Committee Reports (cont.)

#### Nominations and Awards Committee (cont.)

- **Scholarships (cont.)**

*Mike V made the motion to budget \$2,000 for two \$1,000 scholarships to be awarded at the 2014 AEC. The scholarship money is to come out of the WSEHA annual budget (not the AEC budget). Ross seconded. Motion approved.*

Michael B said that he would inform Chuck Treser of this motion.

- **Board positions** - Kerri also noted that two Board officer positions – Secretary and President-Elect - will be up for a vote at the 2014 AEC. We will need to prepare annual ballots for the AEC.

#### Publications Committee

- **Newsletter** - Megan inquired about the deadline for newsletter articles. Kerri asked if she should postpone the deadline until January. She said that she was generally looking for the newsletter to be an end-of-the-year summary, and was also looking for year-end summaries from the Regional VPs. Jodie added that she had had difficulty getting such information from other local health jurisdictions. Kerri left the deadline for newsletter information at December 13<sup>th</sup>.

#### International Health Committee

- **Silent Auction** – Ross informed the Board that the IHC had its initial meeting on Nov. 16<sup>th</sup>, and that the project selection process has started. The IHC hopes to have project selected by their next meeting, scheduled for December 21<sup>st</sup>.

Ross also mentioned that he had received inquiries from people regarding the length of the Silent Auction. The request was for the Auction to go on for two days, instead of just Monday. Since the program schedule for the 2014 AEC has not yet been determined, we don't know if an extended Silent Auction will be possible. Jodie suggested that maybe the Auction could continue until the Tuesday break, at which time the winners could be announced. It was also suggested that the Silent Auction items could be presented up on the computer screen during the day at the AEC. We will need to see if this feasible. Kerri said she would follow up about this with Ned Therien, who is serving as AEC Facilities Chair.

### President's Report

Board officer positions – Kay reminded the Board that we still need to fill the position of Northwest Regional Vice-President. Michael B said that he has contacted the Environmental Health Directors, asking them to nominate staff who may be interested in the position.

Executive Secretary contract – Kay also reminded the Board that the Executive Secretary's contract expires on December 31<sup>st</sup>, and we need to renew it. The Board will meet in

## **President's Report**

**Executive Secretary contract (cont.)** Executive Session at the end of the Board meeting.

## **Executive Secretary's Report**

**2014 AEC budget** - Kerri noted that, due to Dick Pedlar's expenses, we will be planning on a buffet lunch, instead of a sit-down, served lunch. Still, we are looking at about \$3,700 more than last year. We will be increasing most fees, and increasing the late registration fees (except for students). Total AEC budget will be approximately \$36,300.

***Mike V made the motion to approve the proposed AEC budget as presented. Jodie seconded. Motion approved.***

## **Regional Vice-President's Reports**

**Olympic Region – Jodie Holdcroft** – No report.

**Central Region – James Rivard** – No report.

**Northwest Region - (currently vacant)** – No report.

**Southwest Region – Mike Vinatieri** - No report.

**Eastern Region – Scott Paradis** – Scott noted that he is currently trying to coordinate with Idaho for a regional meeting.

## **New Business**

**Next meeting** – The next WSEHA Board meeting was proposed for February 18<sup>th</sup> – 21<sup>st</sup>, with the exact date to be finalized later.

## **Adjourn**

***Ross made the motion to adjourn the meeting. Mike V seconded. Motion approved. Meeting was adjourned at 10:45 a.m., for the Board to enter into an Executive Session.***

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## **Summary of Board Motions and Decisions**

⇒ No action was taken regarding the meeting Agenda.

⇒ The Board reviewed the **Minutes for the September 9, 2013 Board Meeting**. One minor correction was made. **Jodie moved to approve the Minutes of the September 9, 2013 Board Meeting as corrected. Michael B. seconded. Motion approved.**

⇒ In the **Treasurer's Report**, Jesse informed the Board that our total investments are up. The deposit charges for the Great Wolf Lodge almost doubled, so the transfer of some funds may be necessary. Kerri suggested that we not transfer any money unless necessary.

**Mike V made the motion to accept the Treasurer's Report as presented. Ross Seconded. Motion approved.**

⇒ In the **Committee Reports**,

**Education Committee** – Kerri informed the Board that the AEC Committee had met on Nov. 22<sup>nd</sup>. The general conference theme of “Environmental Public Health – Improving Quality of Life in our Communities” has been chosen. We have received only one abstract so far.

Kerri noted that we will probably need more easels for presentation posters.

Kerri also told the Board that the Call for Papers is now on the WSEHA website. We will need to increase the exhibitors' fees for this AEC, but Mike V also suggested that we could allow the exhibitors to do a brief (about one-minute) promotional video.

The Board also discussed the promotional bags that are given out at the AEC. The current plan was to continue using the “Chico Bags” that we used last year.

Mark Toy will organize the Monday night social event at the AEC.

Kerri also informed the Board that Scott Paradis will replace Kathy Pierson as the Coordinator of the AEC Moderators.

**Nominations and Awards Committee** – The Board discussed whether or not a dollar figure had yet been established for scholarships this year.

**Mike V made the motion to budget \$2,000 for two \$1,000 scholarships to be awarded at the 2014 AEC. The scholarship money is to come out of the WSEHA annual budget (not the AEC budget). Ross seconded. Motion approved.**

Kerri also noted that two Board officer positions – Secretary and President-Elect - will be up for a vote at the 2014 AEC. We will need to prepare annual ballots for the AEC.

**Publications Committee** – The Board discussed the deadline for newsletter articles. Kerri left the deadline for newsletter information at December 13<sup>th</sup>.

**International Health Committee** - Ross informed the Board that the IHC had its initial meeting on Nov. 16<sup>th</sup>, and that the project selection process has started. The IHC hopes to have project selected by their next meeting, scheduled for December 21<sup>st</sup>. Ross also mentioned that he had received inquiries from people about possibly extending the Silent Auction.

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**Summary of Board Motions and Decisions (page 2)**

⇒ In the **President's Report**, Kay reminded the Board that we still need to fill the position of Northwest Regional Vice-President.

*Kay also reminded the Board that the Executive Secretary's contract expires on Dec. 31<sup>st</sup>, and we need to renew it. The Board met Executive Session at the end of the Board meeting to discuss the contract.*

⇒ In the **Executive Secretary's Report**, Kerri informed the Board of changes in expenses for the 2014 AEC. We are looking at about \$3,700 more in expenses than last year. We will be increasing most fees, and increasing the late registration fees (except for students). Total AEC budget will be approximately \$36,300.

*Mike V made the motion to approve the proposed AEC budget as presented. Jodie seconded. Motion approved.*

⇒ In the **Regional Vice-President's Reports**, Scott Paradis (Eastern Region) noted that he is currently trying to coordinate with Idaho for a regional meeting.

⇒ In **New Business**, the next WSEHA Board meeting was proposed for February 18<sup>th</sup> – 21<sup>st</sup>, with the exact date to be finalized later.

*Ross made the motion to adjourn the meeting. Mike V seconded. Motion approved. Meeting was adjourned at 10:45 a.m., for the Board to enter into an Executive Session.*