

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

**November 9, 2015
Balsam Fir Room
Vancouver City Hall
415 West Sixth Street
Vancouver, Washington**

Present

Michael Baker (*President*), Jodie Holdcroft (*Olympic Region Vice President*), Dayna Katula (*Executive Secretary*), Ross Lytle (*Secretary*), James Rivard (*Central Region Vice-President*), Jeremy Simmons, WDOH (*Southwest Region Vice-President designee*), Chris Skidmore (*Eastern Region Vice-President*), Jesse Smith (*Treasurer*), Ned Therien, Michael Vinatieri (*Southwest Region Vice-President*), Mike Vinatieri (*outgoing Southwest Region Vice-President*),
via conference call Megan McNelly (*Publications Committee Chair*)

Approval of Agenda

Jodie made the motion to accept the Agenda as presented. Jesse seconded. Motion approved.

Approval of Minutes

Mike V made the motion to approve September 1, 2015 Board Meeting minutes as presented. Jodie seconded. Motion approved.

The Board reviewed the three e-mail vote summaries provided. Michael added his “yes” vote on the 2016 AEC Budget. The other two e-mail vote summaries were tabled until the next Board meeting.

Treasurer’s Report

Profit and Loss Report – Jesse reported that we are currently in the negative. Almost half of that is the result of the payment for 2016 AEC. The proceeds from the Fall Mini-AECs will be in the positive. Pool Conferences were also in the black. The WSEHA investment accounts went back up. A bonus paid to Kerri at the beginning of the year also figures into these totals.

2015 Budget – The Budget presented is the same one presented as before. It projects a loss for this year. The Budget includes some items which we may or may not do this year, e.g., paying for Michael to attend the NEHA AEC, printing of the Pool Manual, etc. Dayna noted that the Pool Manual has been given to the Technical Committee for review.

Jesse said he will send in the application materials for the debit card for Dayna, as he now has the necessary WSEHA Board Meeting minutes.

Jesse also said that he had signed us up for an Amazon Smile account, through which we can secure

Treasurer's Report (cont.)

Budget (cont.)

charitable donations from some of our Amazon purchases. Jodie recommended that we advertise this in the next WSEHA newsletter.

Jodie made the motion for WSEHA to participate in the Amazon Smile program. Chris seconded. Motion approved.

Jesse also noted that money was included in the Budget for Dayna's time for conducting the Pool Trainings and the Fall Mini-AEC's, but that these were drawn more from the General Fund.

Committee Reports

Education Committee

Committees and Sub-Committees for AEC – no report from Joe Graham at this time, as he is busy handling Chipotle foodborne outbreak.

Rick Porso noted that the dates are confirmed for Vancouver. We will need to get “save-the-date” cards out. So far, he is proposing at least two tracks: one involving water, another geared toward climate change. The AEC Committee will need to choose a theme soon. Jesse requested to be included on the Facilities Committee with Mark Toy. We will also need to form a Speakers Committee. Rick says he may have a sponsor for the bags. Mike V stressed a need for an accountability track. He will also be coordinating vendors to be able to engage and interact with attendees. Rick will try to help securing sponsors.

Jodie stressed a need get people from the Oregon Environmental Health Association involved with the Speakers Committee. Ned also suggested equivalent conference fees for OEHA members to attend the AEC. He also noted that Bob Custard, NEHA President, will be speaking at the WSEHA AEC. Mr. Custard is also affiliated with the National Sanitation Foundation, raising the possibility of NSF as a potential sponsor.

Rick also noted to the Board that a call for abstracts needs to be put out soon. We will also need to appoint a Speakers Committee chair.

Nominations and Awards Committee

Nominations for President-Elect – Joe has previously told us that the President-Elect nominations, at the Westside Educational Conference of September 30th, were not handled correctly, but that he has accepted the nomination. Ned suggested that we can re-post a call for more President-Elect nominees in the newsletter again. Joe will go on the ballot with any new nominees at the 2016 AEC.

Publications Committee

Newsletter - Megan will be issuing a call for newsletter articles, to be due next Friday, November 20th. She will be the Publications Chair for the AEC.

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Committee Reports (cont.)

International Health Committee – Ross sent out an e-mail to everyone on the IHC e-mail list on September 25th, hoping to start the customary process by which IHC chooses a recipient charity for each AEC. He has received little response so far. If there is not enough interest among the IHC membership to conduct a Silent Auction, Ross mentioned that he did have a standing offer from Friendly Water for the World to conduct an Auction of their own. The usual schedule for choosing a recipient project calls for a decision to be made in December or January.

Policy and Procedures Committee– Shawn Ultican (Kitsap Public Health District) has volunteered for the Policies and Procedures Committee.

Break for lunch 12:00 p.m.

WSEHA Board tour of Vancouver Hilton 12:30 p.m. – 1:30 p.m.

President's Report

Michael will have a written summary for the next WSEHA newsletter. He also noted that he has received good feedback about the Westside Education Seminar in Tacoma, especially with regard to the Leadership Panel.

Executive Secretary's Report

WSEHA website – Dayna stressed to the Board the need to update the WSEHA website. To do this, she is planning to use Wix. The system Kerri was using involved a great deal of code writing, whereas Wix is more user-friendly. There is a \$65-per-year difference, which Dayna says she can make up for by digitizing the WSEHA files. Jodie raised questions about records retention requirements. Jesse said the requirement is seven years for financial records. Dayna showed the Board members the preliminary website. She took about 26.5 hours to come up with it. There was discussion among the Board about how this could be applied to the AEC.

Ross made the motion to allow Dayna to use the Wix website for WSEHA's website work, and to allow her to transfer WSEHA records to the Wix website. Jodie seconded. Motion approved.

Dayna also noted that she will send out information about WSEHA t-shirts, etc. at a later date

WSEHA on Facebook -. We will also need to check with Chuck Treser, to see if the University of Washington students have started the WSEHA Facebook site yet.

Regional Vice-President's Reports

Olympic Region – *Jodie Holdcroft* – No report.

Central Region – *James Rivard* – No report.

Northwest Region - (*currently vacant*)

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Regional Vice-President's Reports (cont.)

Southwest Region – *Mike Vinatieri* - No report.

Eastern Region – *Michael Baker* – (*currently vacant*)

New Business

NEHA update – Ned informed the Board that the NEHA President looking for environmental health professionals to serve as consultants.

Adjourn

Ross made the motion to adjourn the Board meeting. Michael seconded. Motion approved. Meeting adjourned at 2:06 p.m.

Summary of Board Motions and Decisions

- ⇒ **Jodie made the motion to accept the Agenda as presented. Jesse seconded. Motion approved.**
- ⇒ **Mike V made the motion to approve September 1, 2015 Board Meeting minutes as presented. Jodie seconded. Motion approved.**
- ⇒ **In the *Treasurer's Report*, Jesse reported that we are currently in the negative. The Pool Conferences were also in the black. The WSEHA investment accounts went back up.**
- ⇒ **Also in the *Treasurer's Report*, the 2015 Budget presented is the same one presented as before. It projects a loss for this year. Jesse said he will send in the application materials for the debit card for Dayna, as he now has the necessary paperwork. Jesse also said that he had signed us up for an Amazon Smile account, through which we can secure charitable donations from some of our Amazon purchases.**

Jodie made the motion for WSEHA to participate in the Amazon Smile program. Chris seconded. Motion approved.

- ⇒ **In the *Committee Reports*:**

Education Committee

Committees and Sub-Committees for AEC – Rick Porso gave the Board a list of things that we will need to do to get to work on the 2016 AEC in Vancouver, and that the dates are confirmed. So far, he is proposing at least two tracks: one involving water, another geared toward climate change. Getting members of the Oregon Environmental Health Association involved with the AEC was also discussed. Rick also noted to the Board that a call for abstracts needs to be put out soon. We will also need to appoint a Speakers Committee chair.

Nominations and Awards Committee

Nominations for President-Elect – WSEHA's recent President-Elect nomination process was discussed. Joe Graham has said that he has accepted the nomination. Joe will go on the ballot with any new nominees at the 2016 AEC.

Publications Committee

Newsletter -The deadline for articles for the next WSEHA newsletter will be next Friday, November 20th.

International Health Committee

Silent Auction - Ross updated the Board on the timeline for choosing a recipient project for the Silent Auction at the 2016 AEC. The usual schedule for choosing a project calls for a decision to be made in December or January.

Policy and Procedures Committee

Shawn Ultican (Kitsap Public Health District) has volunteered or the Policies and Procedures Committee.

Summary of Board Motions and Decisions (page 2)

The WSEHA Board was given a tour of Vancouver Hilton, site of the 2016 Annual Education Conference, from 12:30 p.m. – 1:30 p.m.

⇒ ***In the President's Report, Michael said he will have a written summary for the next WSEHA newsletter. He also noted that he has received good feedback about the Westside Education Seminar in Tacoma, especially with regard to the Leadership Panel.***

⇒ ***In the Executive Secretary's Report, Dayna stressed to the Board the need to update the WSEHA website. To do this, she is planning to use Wix, a more user-friendly system than was being used before. There is a \$65-per-year difference, which Dayna says she can make up for by digitizing the WSEHA files.***

Ross made the motion to allow Dayna to use the Wix website for WSEHA's website work, and to allow her to transfer WSEHA records to the Wix website. Jodie seconded. Motion approved.

⇒ ***There were no Regional Vice-Presidents' Reports presented at this meeting.***

⇒ ***Ross made the motion to adjourn the meeting. Michael seconded. Motion approved. Meeting was adjourned at 2:06 p.m.***